REQUEST FOR FUNDS / REIMBURSEMENT
CANADIAN CADET ORGANIZATIONS

SECTION 1: IDENTIFICATION

☐ **Request for Funds** ☐ **Request for Reimbursement**

Total Amount $

Date of Expenditure

Corps Authority #

Reason:

☐ **LSA Account**
☐ **Non-Supported**
☐ **DND Supported**
Trg#

☐ Accomid-ations	☐ Adm Supplies	☐ Annual Review	☐ Canteen	☐ Entertain-ment	☐ Fee – Activity	☐ Fund Raising	☐ Insurance	☐ Meals	☐ Medical
☐ Police Check	☐ Presentatio-ns / Awards	☐ RDA / NDA / CSTC	☐ Recruiting	☐ Specialty Trg	☐ Trg Supplies	☐ Transport	☐ Uniform / Clothing	☐ Utilities	☐ Other:

******ONE FORM PER EXPENSE ONLY******

List of Itemized Receipt(s)	*Amount*
TOTAL:	

The total amount is requested to be reimbursed to:

Full name and rank

SECTION 3: AUTHORITY

Declaration: Funds (have been / will be) expended for use in service of the cadet corps:

Requester's Signature *Date* *CO's Signature* *Date*

NOTE: No funds shall be issued unless the requestor and the CO have signed this form.

SECTION 4: SUPPORT COMMITTEE

The Support Committee/League Branch approves of the expenditure and agrees that funding is authorized:

Committee/Branch Rep Name *Signature* *Date*

Account Account Title

Cheque # Cheque Date

Distribution:

Original	Support Committee/League Branch Treasurer with original signatures and receipts attached	☐
Copy	Corps file (1085-50) with copy of signatures and receipts attached	☐

REV: 3-2015