

## Payment Voucher Reconciliation Form

Rcpt No.	Date	GL Account Code	Clear Brief Description (24 Characters Max) MEALS - INDICATE WHO AND HOW MANY ATTENDED PD, CONFERENCES, SEMINARS, ETC - INDICATE WHO ATTENDED	TOTAL	Financial Services Only		
					GST	PST	Sub Total
			<b>Subtotal:</b>				
			<b>Subtotal:</b>				
			<b>Subtotal:</b>				
			<b>Subtotal:</b>				

Receipts are due within 10 days of purchase, or more frequently as needed.

<b>Total to be Reimbursed:</b>				
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