

Detailed Listing of Transactions - EODP

Organization/Recipient Name: _____

Date Submitted: _____

Item No.	Date of Invoice (dd/mm/yy)	Name of Supplier	Description of Item or service purchased	Invoice Number	Amount (net of HST please do not include HST)	Payment Reference (Cheque#)
				Total		

Notes:

1. This form is to be submitted no more frequently than the 15th day of each month. Final claims must be submitted not later than 10 days following contract end date.
2. No expenses incurred prior to your contract start date or after your contract end date are eligible for reimbursement.
3. Copies of receipts are required for all expenses with your expense claim submission.
4. Eligible costs are those deemed necessary to the performance of the Project. Eligible costs are those outlined in your original contract, see Annex 1 (to a maximum as stipulated in your contract). Additional costs not approved as part of your contract will not be reimbursed. You must provide a cheque reference number as proof of payment.
5. An electronic version of this claim form can be found at our website (www.ticdc.ca).