

UNUSED CASH ADVANCE REPAYMENT RECEIPT

Received from:

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Cash Advance Name (or Key): \_\_\_\_\_

Amount: \$\_\_\_\_\_ Paid by:  Cash (Do NOT send cash by inter-office mail)

Cheque # \_\_\_\_\_

Money Order

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Received by: Financial Services

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_

If sending by mail, please include your email so we can send you a copy to attach to your claim

NOTE: Please scan and attach to your expense report after it has been signed by Financial Services. For detailed instructions on how to do this, please refer to guidance document titled: Cash Advance, Returning Unused Amounts.

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