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: __________________

This section for Financial Services use only

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.