# Expense Reimbursement Claim Form

Home foster volunteers are essential to the success of AVA, reasonable expenses related to the care of cats while in the foster home are reimbursed, either in cash or a tax receipt. Please refer to the [Foster Provider Volunteer Policy](https://www.avacats.org/foster-policy/) and [Expense Reimbursement Policy for Foster Cats](https://www.avacats.org/wp-content/uploads/2020/09/AVA-Expense-Reimbursement-Policy-2020.pdf), for information about the foster program.

I, **[Enter Full Name]**, in accordance with the AVA [Expense Reimbursement Policy for Foster Cats](https://www.avacats.org/wp-content/uploads/2020/09/AVA-Expense-Reimbursement-Policy-2020.pdf) and [AVA Foster Provider Volunteer Policy](https://www.avacats.org/foster-policy/), am submitting receipts for cats that I fostered for AVA, from the period **Click here to enter start date** to **Click here to enter end date.**

Attached are the original receipts. I am requesting (check one):

Reimbursement OR

Receipt for income tax purposes

## **Please purchase foster-related items on a separate receipt from any personal items.**

# Claimant Information

|  |  |
| --- | --- |
| Name: |  |
| Phone number: |  |
| Email: |  |
| Address: |  |
|  |

|  |  |
| --- | --- |
| Signature | |
| I agree to that the claimed receipts are accurate and factual. Providing inaccurate or misleading information or failing to comply with the above noted policies will result in failure to provide reimbursement or tax receipts | |
|  |  |
| **Signature** | **Date** |

**For reimbursement, please email your receipts and claim to:** Joy Stuart at [Joyava223@gmail.com](mailto:Joyava223@gmail.com). *Please retain your original receipts.*

**For tax receipts, submit original hard copy receipts to:** Joy Stuart, Treasurer, Action Volunteers for Animals: P.O. Box 18233 RPO Steeple Hill, Pickering, ON L1V 0B8

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Receipt #** | **Cat Name** | **PetPoint Number** | **Date of Purchase** | **Store** | **Item Type** | **Quantity** | **Amount** | **Sub-total** | **Tax** | **Item Total** | **Receipt Total** |
| *1* | *Fluffy* | *A12345678* | *2019-01-01* | *PetSmart* | *Wet food* | *12* | *$ 0.55* | *$ 6.60* | *$ 1.13* | *$ 7.46* | *$ 23.45* |
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| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |