

Please complete and return. **Advances cannot be issued prior to 30 days before an event. All receipts, excess funds, and accompanying report are to be submitted within 30 days of the end of the event.** If there is a balance owing to the recipient for expenses incurred, a cheque will be issued from the next cheque run following the report submission. If there is a balance due back to Alberta Council, a cheque for that amount should accompany this report.

Event: _____

Event Date: _____ **Place:** _____

Person to Whom Advance is being issued: _____

Receipt of Cheque: _____ **Date:** _____
 (Signature)

Witnessed: _____

Accountable Advance Report

TOTAL ADVANCE: _____ **(A)**

TOTAL EXPENSES: _____ **(B)** *Must equal the total of all receipts attached with expense sheets*

FINAL TOTAL: _____ **(C)** (C = A-B)

Amount owing to Guider:
 \$ _____

Amount owing to Alberta Council:
 \$ _____

(Office Use Only)

EXPENSES:
 Code: _____ Approved (print) _____

Code: _____ Signature: _____

GST: _____ Approved (print) _____

Total Cheque: _____ Signature: _____