

 	Ontario / Baden-Württemberg Student Exchange Ontario / Jiangsu Student Exchange Ontario / Maharashtra-Goa Student Exchange Ontario / Rhône-Alpes Student Exchange Joint Program Office	 
	229 York Lanes, 4700 Keele Street, Toronto, Ontario M3J 1P3 Canada Tel. +416 736-2100, ext. 40006 and ext. 22919 ontbw@yorku.ca dtodd@yorku.ca	

Expense Reimbursement Form

Please return this form to the Program Office at the address above, along with **original** tickets and receipts.

Important Note: We cannot process reimbursements for transportation on public carriers without the actual tickets.

Your Name: _____

Address to which reimbursement should be mailed:

Please list the expenses for which you are requesting reimbursement

Date	Description	Amount
Total Requested		
Amount Reimbursed (to be filled in by Program office)		

Signature: _____

Date: _____