



**PARENT TEACHER
ASSOCIATION**

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Expenses Claim Form

| | |
|---------------------|-------|
| Event / Initiative: | _____ |
| Submitted by: | _____ |
| Date Submitted: | _____ |
| Total Claimed: | _____ |

Kindly attach supporting documents, such as receipts, funding approval notice / email etc.

| | |
|------------------------------|-------|
| <u>For Office Use</u> | |
| Date Claim Request Received: | _____ |
| Received by: | _____ |
| Total Amount: | _____ |
| Remarks: | _____ |

Approved by:

Received by:

PTASC/ Admin Staff:

Name:

Name:

Name:

Date:

Date

Date:

"At Kinabalu International School we are dedicated to providing an excellent education in a caring, respectful environment, challenging students to achieve their full potential as successful world citizens"