



### **Multiple Reimbursements**

When filling out multiple general reimbursements, for example a cancelled ski trip, over collection of funds for an excursion, dropped classes, officiating payments, etc.; a spreadsheet can be used instead of completing a form for each person.

Please contact Lissa Sysing at [lsysing@gscs.sk.ca](mailto:lsysing@gscs.sk.ca) for a copy of the Excel spreadsheet.

Handling the reimbursements in this manner will save all those concerned time on paperwork plus the parents/students are paid in a timely fashion.