



The Hokkaido Association for
Japan Exchange and Teaching

Expense Reimbursement Form

For personal reimbursement, the treasurer MUST receive all receipts within 30 days of the receipt date. Late receipts will not be reimbursed.

Applicant

Name	
Date	
Date of Receipts	
Expenses Explanation	
Amount	

Treasurer

Payment Method	
Notes	
Signature	

Receipts

Attach Receipts Here



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