



Travel and Entertainment Expense Submission Policy

1. All **expenses must be submitted within two weeks** and on the appropriate form provided by the corporation. This form can be obtained from www.yesterpay.com.
2. Submit the completed form and attached copies of all your invoices. Please itemized the invoices/receipts according to the example provided on the website. Also, ensure that all receipts are legible, attendees are listed and the amount and date of the transaction are clearly circled as per the example.
3. Submit the completed form and attached invoices in PDF to the Vice President of Corporate Strategy and Business Development at art@capitalnow.ca
4. The first time you submit your expenses, attach a copy of a void cheque for the account that you wish to us to utilize.
5. Let us know the contact name and email address of the person you would like us to email the notification to when we EFT the payment to your account.

Thank you, Natalie Wawzonek