



*The Gilbertine Institute*  
*Home Education Funding policy*

# 2021-2022 HOME SCHOOL RESOURCE EXPENSE FORM

**For ease and simplicity, we process submissions monthly:** receipts sent on or before the last business day of each month will be reimbursed by EFT by the end of the following month with the exception of the May 31 deadline, which is 6 weeks. Receipts may be sent in at any point during the year.

**Your Education Program Plan must be approved in order to access funding.**

**\*For more detailed information on making a claim, please see our Funding Handbook, section 3.**

**The Expense Form must accompany all receipt submissions.**

Failure to properly complete this form will delay a refund.

You may use the fillable PDF version of this form, which auto-calculates totals.

## IN ORDER FOR US TO REIMBURSE EXPENSES INCURRED FOR HOME EDUCATION:

**ORIGINAL till receipts or printed digital receipts** must be sent to the WISDOM office. Photocopies are not acceptable. Keep a copy for your records, and in case your submission is lost in the mail.

**Review the Funding Policy before making a claim, and take care when preparing your claim.**

### How to complete this form:

1. Order receipts by date. Tape till receipts to 8.5x11" paper to keep them organized.
2. Number and order receipts.
3. Using one line per receipt, fill in the date and place of purchase for each receipt.
4. Cross off any items on your receipt that are not to be claimed.
5. **On each receipt**, write "B" beside all items that are books.
6. In the "PRICE" column, fill in the pre-tax **total** of all (printed and bound) **books** beside "BOOKS". Enter pre-tax total of **non-book** items (including things like shipping & handling) beside "OTHER".
7. If the vendor has charged you GST, calculate 5% GST for the books and write it on the "**GST Books**" line. Enter the GST of everything else on the "**GST Other**" line. *Ensure that these add up to the total GST on your receipt.*
8. If you are using the fillable form, it will calculate the totals for you. Otherwise, please calculate the totals and enter them on each line.
9. If you need multiple pages, please add page numbers.
10. Sign the form and mail it with your receipts paper-clipped to the form.

Your accuracy and attention to detail will save our team much time as we go over your claim with your receipts and program plan. Please do not submit receipts 'hoping' they are claimable – the funding policy will make this clear for you. Do call or email us with any questions as you prepare your claim! We are always thrilled to find a perfectly prepared submission, which saves man-hours and frustration and can enable you to be reimbursed ahead of schedule. We appreciate your help in streamlining this process.

Please direct any questions to:

[WISDOMFINANCE@GILBERTINEINSTITUTE.COM](mailto:WISDOMFINANCE@GILBERTINEINSTITUTE.COM) or call: 780-741-2113

[WISDOMHOMESCHOOLING.COM](http://WISDOMHOMESCHOOLING.COM)



THE GILBERTINE INSTITUTE

# 2021-2022 HOME SCHOOL RESOURCE EXPENSE FORM

WISDOM HOME SCHOOLING BOX 78, DERWENT, ALBERTA, T0B 1C0

PARENTS' NAMES: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE REFER TO THE FOLLOWING EXAMPLE:

RECEIPT NUMBER	DATE mm/dd/year	PLACE OF PURCHASE	PRICE	GST ONLY	TOTAL PURCHASE (INCLUDING GST)
#1	07/20/2016	Bob's Bookstore	BOOKS \$74.32 OTHER	BOOKS \$3.72 OTHER	\$78.04
#2	08/06/2016	Chris' Computer Shop	BOOKS OTHER \$589.50	BOOKS OTHER \$29.48	\$618.98

**FAILURE TO PROPERLY FILL OUT THIS FORM WILL DELAY YOUR REFUND.**

RECEIPT NUMBER	DATE mm/dd/year	PLACE OF PURCHASE	PRICE	GST ONLY	TOTAL PURCHASE (INCLUDING GST)
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
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			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
			BOOKS OTHER	BOOKS OTHER	
PAGE ____ OF ____				PAGE TOTAL	

I affirm that all the above were incurred as Home School Expenses.

SIGNED: \_\_\_\_\_

<b>OFFICE USE ONLY</b>
FAMILY NUMBER: _____ CHECKED BY: _____