

Incurred Expenses List

(per claimant)

Claimant:	Claim Number:
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No.	Invoice Description	Purchased Date (MM/DD/YY)	Amount Paid	Refund Obtained	Total Amount Claimed
Example	Air Canada invoice	9/5/2013	\$825.00	\$200.00	\$625.00
1					
2					
3					
4					
5					
6					
7					
				Total Amount Claimed Per Person:	

Please submit all invoices, receipts and travel documents, along with proofs of payments and refunds.

Don't forget to include :

- All sales invoices for your original trip;
- Proof of payment of your original trip (credit card statement, copy of cheque, etc.);
- Proof of cancellation (that includes the date your trip was cancelled or changed);
- All receipts for expenses incurred;
- Travel supplier terms and conditions;
- Your signed and completed claim form.

For claim inquiries, please call Global Excel Management Inc. or email info@globalexcel.com.