



Calgary Board
of Education

CBE HOME EDUCATION REIMBURSEMENT CLAIM

☐ 1st claim submitted this year ☐ 2nd claim submitted this year

Student Name:	Grade:
Parent/guardian name (please print):	Student CBE#:
Parent signature:	Date submitted:
Cheque payable to:	
Address:	Contact number:
City:	Postal code:
Facilitator name:	
Program: ☐ Homeschooling ☐ Windsor Park classes ☐ online classes Parent Portion ☐ 100% ☐ 50% or ☐ 25% or Other _____	

Instructions:

- One form per student - 100% Parent-Directed = \$901.00/year; 50/50 Parent-Directed = \$450.50, 25/75 = \$225.25
- Submit the form and the supporting documents in pdf format and in one file from Nov. 1 -Apr. 1 of the current school year
- Name the file with the Last Name and First Name of the student (e.g., Smith Robert)
- Chronologically arrange the supporting documents with reference number written at the side of the amount in each receipt as per reimbursement summary (refer to the illustration on page 2). Please use larger dollar items where possible - Internet, Technology, etc
- Email this form and copies of the receipts to your facilitator **within one PDF**
- Reimbursements take 4-8 weeks to process from the time the form is submitted.

Reference#	Date of Receipt	Supplier' Name	Item Description	Amount	Office Use Only
Total receipts for this claim:				\$	

For Office Use Only:

Program:	Teacher Directed Portion: _____%
Facilitator approval:	Date:
Principal approval:	Date:
Alias Code:	Amount submitted:

Updated: October 2023

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Illustration: Chronological arrangement of the supporting documents with reference number written at the side of the amount as per reimbursement summary:

Please refer to the 2nd page for further instructions

Reference No.	Date of Receipt	Vendor Name	Description of Item	Amount	Office Use Only:
1	October 1, 2021	Telus	Internet Services	360.00	
2	October 15, 2021	Amazon	Books	60.25	
3	October 25, 2021	Amazon	Consumables	16.79	
4	October 25, 2021	Amazon	Daily Reading Comprehension	29.69	
5	November 15, 2021	HP Canada	Printer	265.00	

XXXXX
Account number: 12345678910

Account summary

Balance forward from your last bill \$113.40

New charges

Internet	\$60.00	1
TELUS TV	\$10.00	
Other charges and credits	\$3.40	

Payment information

Payment Method:
Visa | Last digit(s):

Billing Address:
R0X
Calgary, AB Canada

Credit Card transactions

Item(s) Subtotal: CDN\$ 57.38
Shipping & Handling: CDN\$ 6.99
Free Shipping: -CDN\$ 6.99
Total before tax: CDN\$ 57.38
Estimated GST/HST: CDN\$ 2.85
Estimated PST/ST/QST: CDN\$ 0.00
Grand Total: CDN\$ 60.25 2

Additional charges/credits at-a-glance

Late payment charge (Sep 01) \$5.40

Go to telus.com/mytelus for a detailed breakdown of your monthly charges.

TELUS Rewards

You've earned 10.00 points as of September 02, 2021. To view your current balance and redeem, visit telus.com/rewards.

amazon.ca

Final Details for Order #702-2993007-8570610
[Print this page for your records.](#)

Order Placed: October 25, 2021
Amazon.ca order number: 702-2993007-8570610
Order Total: CDN\$ 161.66

Shipped on August 9, 2020

Items Ordered

2 of: Scotch Tape Magic Tape, 19mm Wide x 25.4m, 8 Rolls, Office Tape Sold by: Amazon.com.ca, Inc.	Price CDN\$ 16.79	3
1 of: Daily Reading Comprehension, Grade 3, Evan-Moor Educational Publishers Sold by: Amazon.com.ca, Inc.	CDN\$ 29.69	4

Note: This is an example for an amount being divided to 2 students.

HP Color LaserJet Pro MFP M283fdw
+ [PRODUCT DETAILS](#)

Part No.: 7KW75A8BGJ
Quantity x 1 \$529.99

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$$\$529.99 / 2 = \$265.00$$