



Calgary Board  
of Education

## CBE HOME EDUCATION REIMBURSEMENT CLAIM

☐ 1<sup>st</sup> claim submitted this year ☐ 2<sup>nd</sup> 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: <input type="checkbox"/> Parent-directed <input type="checkbox"/> Windsor Park classes <input type="checkbox"/> online classes<br>Parent Portion <input type="checkbox"/> 100% <input type="checkbox"/> 50% or <input type="checkbox"/> 25% |                 |

### Instructions:

- One form per student - 100% Parent-Directed = \$850.00/year; 50/50 Parent-Directed = \$425.00, 25/75 = \$212.50
- Submit the form and the supporting documents in pdf format and in one file from Nov. 1 -Apr. 5 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).
- Email this form and copies of the receipts to your facilitator
- 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 2021

## CBE HOME EDUCATION REIMBURSEMENT CLAIM

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 2<sup>nd</sup> 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 19, 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: 1234567890

### Account summary

Balance forward from your last bill ..... \$113.40

#### New charges

Internet ..... \$30.00  
 TELUS TV ..... \$11.40  
 Other charges and credits ..... \$1.40

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### Payment information

#### Payment Method:

Visa ( Last digits)

#### Billing Address:

XXX  
 Calgary, AB Canada

#### Credit Card transactions

### Additional charges/credits at-a-glance

Late payment charge (Sep 01) ..... \$5.40

Go to [telus.com/mytelus](https://telus.com/mytelus) for a detailed breakdown of your monthly charges.

### TELUS Rewards

You've earned 12.00 points as of September 02, 2021. To view your current balance and redeem, visit [telus.com/rewards](https://telus.com/rewards).

Item(s) Subtotal: CDNS 57.38  
 Shipping & Handling: CDNS 6.99  
 Free Shipping: -CDNS 6.99  
 Total before tax: CDNS 57.38  
 Estimated GST/HST: CDNS 2.81  
 Estimated PST/ST/QST: CDNS 0.00

Grand Total: CDNS 60.25

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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: CDNS 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  
 CDNS 16.79

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#### Quantity Ordered

1 of: Daily Reading Comprehension, Grade 3, Evan-Moor Educational Publishers  
 Sold by: Amazon.com.ca, Inc.

CDNS 29.69

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

HP Color LaserJet Pro MFP M283fdw

+ [PRODUCT DETAILS](#)

Part No:

Quantity x 1

$\$529.99/2 = \$265.00$

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7KW75A8BGJ

\$529.99

