



## Marketing Travel and Entertainment Expenses Submission Policy

1. All **expenses must be submitted within two weeks** and on the appropriate form provided by the trust. Forms are available [here](#).
2. Submit the completed form and attached copies of all your invoices. Please itemized the invoices/receipts. Please ensure that all receipts are legible, attendees are listed and the amount and date of the transaction are clearly circled.
3. Submit the completed form and attached invoices in PDF to the Vice President of Corporate Development at [art@tegroup.ca](mailto:art@tegroup.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's 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,

Epiphany Legacy Investment Mutual Fund Trust