

## Marketing Travel and Entertainment Expenses Submission Policy

All **expenses must be submitted within two weeks** and on the appropriate form provided by the trust. The expense submission form can be accessed on our website under Dealer Resources or [here](#).

1. To complete the expense form:
  - Complete the personal information section
  - Include the purpose of the expense submission and dates
  - Add the item, date and description of the expense
  - Fill in the total transaction charge in the appropriate column (hotel, meals etc.)
  - Record the GST for the transaction
  - Verify the total
  
2. Attach itemized invoice/receipts. Ensure that all receipts are legible, attendees are listed, and the amount and date of the transaction are clearly circled.
  
3. Payment Options:
  - EFT Payment:
    - The first time you submit your expenses, attach a copy of a void cheque, or banking transit information, for the account that you wish to us to deposit the payment to.
  
  - Etransfer:
    - Provide the email address that you would like us to direct the payment to.
  
4. Submit the completed form with supporting documentation in PDF, to the Vice President of Corporate Development at [art@tegroup.ca](mailto:art@tegroup.ca). Indicate your preferred payment method in your email.

Please note: Missing or incomplete information will delay the processing of your submitted invoice.

Thank you,

Epiphany Legacy Investment Mutual Fund Trust