

## Employment Related Expenses

Case Manager:	Case Org#
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If you need help with costs associated with your employment related goals, you may be eligible for Employment Related Expenses.

Name:	Telephone #
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Month of Request:	Date of Birth:
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I need to request the following items to help me complete the activities on my participation agreement.

**Note: Please allow 3-5 business days (not including the submission date) for processing this form.**

**Those participating in an employment activity may be eligible for clothing and other employment expenses. Your request will be reviewed by a Case Manager for eligibility.**

If mileage is requested, please complete the back of this form and record the total kilometres as an Item Requested. Mileage will be reimbursed at \$0.40/km.

Item Requested	Purpose For Employment Related Expense: ex. School, Workshop, Work	Estimated Cost

I understand that I must keep the original receipts until my next participation agreement meeting. If my Case Manager asks for the receipts, I will submit them as proof that I purchased the requested items. I also understand that if I do not provide my Case Manager with the receipts, I will be required to re-pay the monies to the Ontario Works office.

Client Signature	Date
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## Statement of Mileage

For the Month of: \_\_\_\_\_

Date	Activity and Details	Total Kms	Driver's name, phone # and signature
<b>Total Kilometres</b>			