



## **Employee Reimbursement Requisition Form**

\*SMH staff are encouraged to submit expense claims electronically via http://erms/. Refer to ERMS user guide for details\*

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- Retain copy for reference
- Send completed requisition to : **AP Dept,** SMH/PHC: Accountspayable@unityhealth.to, SJHC: acctspayable@stjoestoronto.ca. If related to Research or Trust, send completed requisition to: researchfinance@smh.ca