

Cheque #

Date



## Travel/Expense Claim

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home or Cell Telephone Number: \_\_\_\_\_

Site: \_\_\_\_\_

**Reason for Travel/Event/Committee:** \_\_\_\_\_

Date(s): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Kms: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Kms: \_\_\_\_\_

Total Kilometers \_\_\_\_\_ x Rate (\$0.58 per km) \$ \_\_\_\_\_

<b>Meals:</b>		#		Amount	
Breakfast	_____	_____	(\$12)	\$ _____	
Lunch	_____	_____	(\$15)	\$ _____	
Dinner	_____	_____	(\$30)	\$ _____	\$ _____

**Accommodation Details** (Attach receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

**Incidentals:** (\$8 per night) \$ \_\_\_\_\_

**Other Expenses** (Attach receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Grand Total (CDN) \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_