

Expense Claim

Out of Pocket Expenses Breakfast \$15 /Lunch \$15 /Supper \$25 -Mileage \$.50 per KM

Date:	Function:	Location:
-------	-----------	-----------

Description:

Breakfast:	Lunch	Supper	Mileage			Hotel	Other	Total Expense	Office Use only
			KM	\$.50	Mileage Cost				
				.					
				.					
				.					
				.					
				.					

Date:	Function:	Location:
-------	-----------	-----------

Description:

				.					
				.					
				.					
				.					
				.					
				.					

Total Expenses

Submitted by:

Approved by:
