

**Expense Form - Travel, Mileage, Meals  
Purchases & Cell Allowance**

DATE SUBMITTED:

Admin Only  
Revised: March 27, 2024

Date	Expense Account	Description of Expense (Travel to/from, meals, lodging)	Program to Expense	Receipt Total	GST on Receipt	Total KMS	MEALS - ENTER #			KM \$	Total Meals	GST 50	Program Costs
							B	L	D				

Clicking button will reset entire form

**MAXIMUM ALLOWABLE RATES**

GST 50

Lodging rates approved by  
manager private lodging - \$50

BREAKFAST	LUNCH	DINNER	KMS
\$13.00	\$15.00	\$27.00	\$.55/KM

Cheque Total

Employee (Print name)

Manager (Print name)

Employee (Signature)

Manager (Signature)