

EXPENSE REPORT

NB. Approved Expense Report to be submitted bi-weekly, by the same deadline for the attendance records, in order to meet the deadline for cheque-cutting the following week

Employee Name: _____

Period: _____ to _____
D/M/Y D/M/Y

| Date D/M | Description/Purpose | # of Kms/ Cost @ \$0.40 | Accom. | Parking | Air/ Train | Taxi, Rentals | Breakfast \$6.00 | Lunch \$9.00 | Supper \$20.00 | Supplies /other | Code (acct-dept) | TOTAL | |
|---------------------|---------------------|-------------------------------|---|---------|---------------|------------------|---------------------|-----------------|-------------------|--------------------|---------------------|-------|--|
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| FINANCE ONLY | | Chq. No. | <i>I certify that the above amounts have been incurred as a result of authorized business.</i> Employee Signature: _____ Date: _____ Manager Signature: _____ Date: _____ | | | | | | | Total expenses | | | |
| Cheque Amt. | Chq. Date | Less advance | | | | | | | | | | | |
| Acct. #(s) | Acct. #(s) | Amount due | | | | | | | | | | | |