



Employee # : \_\_\_\_\_  
Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM	
							B	L	D	AMOUNT			
25-Mar	6:45	19:00	M	Council and NiteHawk	305						646.00		
26-Mar	7:30	18:00	M	FCSS LUB and PACE	305						554.00		
5-Apr	9:00	12:00	M	SPRA AGM	64						138.00		
NOTES:				KILOMETER CLAIM			TOTAL				1338.00		
Meeting Code : M for Meetings  C for Conferences				RATE		KM's	TOTAL	LESS GST					
				\$0.72 per km		674	485.28	NET CLAIM				1338.00	
				\$0.17 per km		674	114.58						
				SUBTOTAL			599.86	TOTAL CLAIM					1937.86
				LESS G.S.T.				LESS ADVANCES					
				TOTAL			599.86	AMOUNT DUE (OWING)					\$1,937.86

## Claimant

Date

Approved

Date