



Employee Expense Claim Form

Revised October 2, 2015

Meal Allowance:
Breakfast \$15.00, Lunch \$20.00, Dinner \$35.00

Attach Original detailed Receipts for all purchases

Mileage rates .54 km @ January 1, 2013
over 5000 kms mileage rate @ .47 km

Date	Meeting/Event	Kms.	Mileage Amount	Meals	Hotel	Other	Gst	Total Incl. Gst	G/L Account								
APRIL 19	BOARD MTC (APRIL)	130	97.20														
APRIL 27	SIG-MTG. RE SUP/BOARD EVAL.	130	97.20														
MAY 17	BOARD MTC -MAY	130	97.20														
MAY 27	STAFF RECOGNITION	130	97.20														
JUNE 14	BOARD MTC June	130	97.20														
Totals		850	486					\$459.00									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Employee Name and Location (Please Print) KIM BAUER TRUSTE</td> <td style="width:30%;"></td> <td style="width:20%;">Supervisor's Approval</td> <td style="width:20%;"></td> </tr> <tr> <td>Employee Signature </td> <td></td> <td></td> <td>Date June 14/17</td> </tr> </table>										Employee Name and Location (Please Print) KIM BAUER TRUSTE		Supervisor's Approval		Employee Signature 			Date June 14/17
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