

# Canadian Council of Land Surveyors Conseil Canadien des Arpenteurs-Géomètres

# EXPENSE REPORT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_



Page \_\_\_\_ of \_\_\_\_

Date Prepared: \_\_\_\_\_

**Note: Cheques will be made out and mailed according to name and address filled in above.**

**Meal Rates (09/01): Breakfast \$10.00 Lunch \$12.00 Dinner \$25.00 Incidentals \$10.00 ; All other expenses require receipts.**

**Receipts should include GST/HST breakdown; Credit card slips or monthly statements are not sufficient.**

Date	Detail: _____ (Meeting purpose, Committee, etc.)	Personal kms	35¢ /km	Air/Rail /Ferry	Accom- modation	Meals& Incidentals	Other (Taxi, Parking)	Total

GST/HST Office use only

Date	B	L	D	I
D/M/Y	√	√	√	√

**Please indicate which meals you are claiming and if you are claiming incidentals for each day of your trip or meeting on the chart to the left and put the dollar value claimed in the chart above.**

TOTAL: \_\_\_\_\_

Less Advance: \_\_\_\_\_

PAYABLE: \_\_\_\_\_

Signature of Claimant: \_\_\_\_\_