

**LOCATION/SCHOOL:**

## Hope



updated Jan1/2020

EMPLOYEE NAME:		POSITION:
PERIOD FROM	TO:	DATE SUBMITTED:

DATE	ITEM/DESCRIPTION	GST	TOTAL
	• VEHICLE EXPENSE (Attach KM Log) <span style="float: right;">0.00 KM @ .59</span>		0.00
	• EXPENSES FOR WORKSHOPS, CONFERENCES, SEMINARS, etc.		
	Activity:		
	Meals:		
	Accommodation:		
	Fares/Tolls:		
	Registration Fees:		
	Other Expenses:		
	<div> <div>** Receipts for expenses MUST BE attached.</div> <div>TOTALS:</div> </div>		\$0.00

Total Expenses:

**TOTAL CLAIM:**


**Employee Signature:**

Account Code:	Amount:

Supervisor Approval: \_\_\_\_\_

\_\_\_\_\_

Payment Approved

DATE	FROM	TO	COMMENTS	KMS

[illegible]

**NOTE:** Mileage will be paid at current approved rates according to Board Policy No. 6000.

**Please attach all receipts for transportation (other than kilometers), accomodation, meals and other expenses.**