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PVNC-OECTA Expense Report

(<u>NOT</u> for use in conjunction with PD subsidy form)

Please submit via Board courier, FAX (705 742 8599) or email office@pvncoecta.ca

Please print legibly

Name:_____Location:_____

Home Address:_____

Date yyyy mm dd	**Description** (i.e. origin & destination and **name of meeting**, etc.)	**Travel** ($0.48 / km, please list **kilometerage***)	**Accommodation**	**Meals** (maximums: Dinner $35 Lunch $25 Breakfast $20)	**Other**
Totals:					

Total all items: _____

Less advance: - _____
(if applicable)

Claim: _____

Signature:_____

Date: _____

For Office Use Only:
Approved by:_____
Amount: _____
Cheque No. _____
Date: _____
Department: _____

effective 2020 06 01

(all claimed expenses, except kilometerage, <u>MUST</u> be accompanied by proper receipts)

***Hint: when doing kilometerage add all the kilometers together THEN multiply by $0.48**