

PVNC ~OECTA Expense Report

(**NOT** 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 kilometrage*)	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:	_____

(all claimed expenses, except kilometrage, **MUST** be accompanied by proper receipts)

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