

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	Description (i.e. origin & destination for kilometrage, name of meeting, etc.)	Travel (\$0.55 / 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: _____

effective 2022 12 01

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