

WDM Expense Form						
Name					Notes: please use the space below	
Date						
Purpose						
Date (Month/Day/Year)	Number of KM	Description	Rate (refer to per diem rates)	Amount before GST	GST	Total
TOTAL Mileage						
Date (Month/Day/Year)	Number of Meals	Meal Type	Amount (refer to per diem rates)	Amount before GST	GST	Total
TOTAL Meals						
Date (Month/Day/Year)	Hotels (enter hotel description)			Amount before GST	GST	Total
TOTAL Hotels						
Date (Month/Day/Year)	Other (enter description)			Amount before GST	GST	Total
TOTAL Other						
GRAND TOTAL						
			GL Code	Dept	Amount before GST	
Mileage						
Meals						
Hotels						
Other						
LESS DONATION - Please complete and sign if donating all or part of your expenses.						
<i>I wish to donate a portion of my expense claim to the WDM.</i>					GST	
	Amount:		1084 0001	Less Donation		
Amount Payable						
Employee Signature:			Date: (M/D/Y)			
Supervisor Signature:			Verified by Admin:			