

***** Only enter information in yellow fields (text or drop down)
***** Grey fields contain calculations and do not require information.

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Name									
Date:						Notes:			
Purpose/Dest									
Date	Enter # of km	Description	Rate (refer to per diem rates)		Amount before GST	GST	Totals		
					0.00	0.00	0.00		
					0.00	0.00	0.00		
					0.00	0.00	0.00		
					0.00	0.00	0.00		
0.00							Total Mileage	0.00	
Date	Number of Meals	Choose Meal Type	Amount (refer to per diem rates)		Amount before GST	GST			
					0.00	0.00	0.00		
					0.00	0.00	0.00		
					0.00	0.00	0.00		
					0.00	0.00	0.00		
	0.00						Total Meals	0.00	
Date	Hotels (Enter Hotel Description)				Amt before GST	GST			
								0.00	
								0.00	
								0.00	
								0.00	
	0.00						Total Hotels	0.00	
Date	Other (Enter description)				Amt before GST	GST			
								0.00	
								0.00	
								0.00	
								0.00	
0.00							Total Other	0.00	
							Total	0.00	

Less Donation - Please complete and sign if donating all or part of your expenses.				Administration Use			
		Expense	Location	Dept	Amount before GST		
I, _____	Mileage	6180			0.00	0.00	
(name)	Meals	6180			0.00	0.00	
Wish to donate \$ _____	Hotels	6180			0.00	0.00	
(amount of donation)	Other				0.00	0.00	
of my expns claim to The Western Development Museum.							
Tax Rcpt Required _____				GST	0.00		
(Choose Yes or No from drop down menu)				Less Donation	0.00		
				Amount Payable	0.00		
Employee Signature: _____	Date	_____					
Supervisor Signature: _____	Verified by Admin	_____					