

Travel Expense Claim Form

Name			Date			
Address						
City			Region			
Postal Code			☐ Executive ☐	1 Director	☐ Staff	□ PAC
☐ Board Meeting 〔	☐ Executive M	eeting \Box Other	(specify):			
Start date and time:						
Finish date and time:						
			Total Hc	ours of Travel	:	
Г			Total			
Automobile		km x \$.58 =	\$			
Г	Fare	GST	Total	 1		
Airfare	\$	\$	\$			
Ferry 5	\$	\$	\$			
Bus	\$	\$	\$			
Other (\$	\$	\$			
	Tot	al Travel Expense	\$		\$	
pense	Charges	GST	Total			
Hotel (max \$125/night)	\$	\$	\$			
Other !	\$	\$	\$			
On Chorfest weekend:		\$	\$			
irectors only attending AGM and Board meeting – 1 night	\$	\$	\$			
_				$\overline{}$	\$	
	Number	1	Total		Т	
CF; Breakfast		x \$20 each	\$			
Ī	I	1	\$			
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L		-	Ψ	\dashv _		
		otal Meal Expense	\$		\$	
I st	Name Address City Postal Code Board Meeting Start date and time: Finish date and time: Finish date and time: Start date and time: Finish date and time: Other Sus Other On Chorfest weekend: tered for Chorfest – 2 nights irectors only attending AGM and Board meeting – 1 night Start date and time: Ferry Sus Other Other On Chorfest weekend: Sus Other On Chorfest weekend: Other Other Other Other On Chorfest weekend:	Name Address City Postal Code Board Meeting Executive Measure Start date and time: Finish date and time: Finish date and time: Fare Airfare \$ Ferry \$ Bus \$ Other \$ Total Accommodite Strate Accommodition of the strength of the streng	Address City Postal Code Board Meeting Executive Meeting Other Start date and time: Finish date and time: Finish date and time: Fare GST Airfare \$ \$ \$ Ferry \$ \$ Bus \$ \$ Other \$ \$ Total Travel Expense ense Charges GST Hotel (max \$125/night) \$ \$ Other \$ \$ On Chorfest weekend: tered for Chorfest - 2 nights irectors only attending AGM and Board meeting - 1 night Total Accommodation Expense Number CF; Breakfast	Address City Region Postal Code City Region Board Meeting Executive Meeting Other (specify): Start date and time: Finish date and time: Finish date and time: Total Hotal Automobile Rare GST Total Airfare \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Name	Name Date Address Gity Region Postal Code Executive Director Staff Board Meeting Executive Meeting Other (specify): Start date and time: Finish date and time: Fare GST Total Automobile km x \$.58 = Fare GST Total Airfare S S S Bus S S Bus S S Cher S S Hotel (max \$125/night) S S Cother S S Cother S S Cother S S Cother S Cother S S Cother S Coth

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