

## Expense Report

THIS FORM IS TO BE FILLED OUT **AFTER** THE ACTIVITY. RECEIPTS MUST BE ATTACHED TO IT.  
(You must submit the **Application Form** to have your activity approved two (2) weeks **BEFORE** the activity.)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Activity: \_\_\_\_\_ Dept./Programme: \_\_\_\_\_

Total Expense: \$ \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

I certify that I have incurred all of the above expenditures.

(Signature)

(Date)

### REQUIRED:

Use the space below to itemize your expenses by category (food, transportation, hotel, fees etc.), if relevant, and total them, in Canadian dollars. Please sort your food expenses according to the day's meals and claim within the limits. No alcohol may be claimed. Make sure that the original receipts, in good condition, are attached to this form and handed in as soon as possible after the expense has been incurred and the event has taken place.

	FROM	TO	DAY 1	DAY 2	DAY 3	DAY 4	
Date							TOTAL
Event Fee							
Travel							
Hotel							
Breakfast (\$15 max)							
Lunch (\$25 max)							
Dinner (\$35 max)							
<b>TOTAL EXPENSES IN \$CAD</b>							

Comments/Explanation:

### For P.D.C. use Only

Amount approved: \$ \_\_\_\_\_

Faculty Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Admin Rep: \_\_\_\_\_ Date: \_\_\_\_\_

CHARGE TO: 0356