

From (mm/dd/yy)	To (mm/dd/yy)
2/1/2018	2/28/2017

Name of Claimant: Surname, First Name
Lever, Dennis

I warrant that I have a valid driver's licence and vehicle insurance coverage.

Claimant's Signature _____

03/05/18
Date (MM/DD/YY)

Approval _____

03/06/18
Date (MM/DD/YY)

Business Travel Detail						
Item No.	Date (mm/dd/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1	2/26/2018	100 Front Street Toronto Travel from and back to OGRA conference to special Council meeting	170 ✓	Toronto	Puslinch	yes
2		↳ Approved as				
3		this was mileage				
4		to the Township office				
5		from attendance at				
6		an out of Township				
7		conference.				
8						
9						

Total Kilometers 170
Rate/km \$ 0.50
Total Mileage \$ 85.00

Business Expense Detail (Attach all original and itemized invoices/receipts)			
Item Number	Date (mm/dd/yy)	Destination/Explanation	Total Expenses (including taxes)
1			
2			
3			
4			
5			
6			
7			
8			
9			
Totals			\$ -

Total \$ Amount Due \$ 85.00

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked:	
Cheque No.	22309
GL Account No.	180-4308
Approved By:	