

From (dd/mm/yy)	To (dd/mm/yy)
31/05/18	31/05/18

Name of Claimant: Surname, First Name
Sepulis, John

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

Claimant's Signature \_\_\_\_\_

4/6/2018  
Date (DD/MM/YY)

Check if the above is not applicable

4/6/2018  
Date (DD/MM/YY)

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1	31/05/18	Attend Asset Management Seminar	104 ✓	4476 Sideroad 20N (home)	Hillborough Community Centre in Erin	Yes
2						
3						
4						
5						
6						
7						
Total Kilometers			104			
Rate/km			\$ 0.50			
Total Mileage			\$ 52.00			

Business Expense Detail (Attach all original and itemized invoices/receipts)														
Item No.	Date (dd/mm/yy)	Item Description	Total Expenses (including taxes)	General Ledger Account Code										
1														
2														
3		<table border="1" style="width: 100%;"> <tr> <th colspan="2">FINANCE DEPARTMENT</th> </tr> <tr> <td>Prices, Extensions &amp; Totals Checked:</td> <td></td> </tr> <tr> <td>Cheque No.</td> <td>dd 138</td> </tr> <tr> <td>GL Account No.</td> <td>180-4308</td> </tr> <tr> <td>Approved By:</td> <td></td> </tr> </table>	FINANCE DEPARTMENT		Prices, Extensions & Totals Checked:		Cheque No.	dd 138	GL Account No.	180-4308	Approved By:			
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Prices, Extensions & Totals Checked:														
Cheque No.	dd 138													
GL Account No.	180-4308													
Approved By:														
4														
5														
6														
7														
Totals			\$ -											

Total \$ Amount Due \$ 52.00