

Township of Puslinch
Accounts Payable
Cheque Run Invoice Summary

	Invoice Number	Description	Invoice Date	Amount				
Cheque	000653	02/21/2019	\$17.29	002014	SEPULIS, JOHN			
		01/28/19 Mileage	RETURN BUS TRIP FROM ROMA	01/28/2019			17.29	
Invoice Count	1							

From (dd/mm/yy)	To (dd/mm/yy)
28/01/19	28/01/19

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

4/2/2019
Date (DD/MM/YY)

Check if the above is not applicable

4/2/2019
Date (DD/MM/YY)

App

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1						
2						
3						
4						
5						
6						
7						
Total Kilometers			-			
Rate/km			\$ 0.50			
Total Mileage			\$ -			

FINANCE DEPARTMENT
Prices, Extensions & Totals Checked:
Cheque No. DD 653
GL Account No. 180-4308

Business Expense Detail (Attach all original and itemized invoices/receipts)				
Item No.	Date (dd/mm/yy)	Item Description	Total Expenses (including taxes)	Gener. Ledger Account Code
1	28/01/19	Greyhound return bus trip to Toronto in order to attend Council's delegation to the MTO Minister of Transportation Jeff Yurek at the ROMA Conference regarding the Morriston Bypass.	\$ 17.29	
2				
3				
4				
5				
6				
7				

Totals

Total \$ Amount Due X