

From (dd/mm/yy)	To (dd/mm/yy)
30/04/19	30/04/19

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

6/5/2019
Date (DD/MM/YY)

RECEIVED

MAY 15 2019

Check if the above is not applicable

Approval

10/05/2019
Date (DD/MM/YY)

Township of Puslinch

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1	30/04/19	Attend Emergency Management Seminar	80 ✓	4476 Sideroad 20N (home)	Aboyne Hall 536 WR 18 Fergus	Yes
2						
3						
4						
5						
6						
7						

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked	
Cheque No.	DD 874
GL Account No.	180-4308
Approved By	

Total Kilometers 80
Rate/km \$ 0.50
Total Mileage \$ 40.00

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				
4				
5				
6				
7				

Totals \$ -

Total \$ Amount Due \$ 40.00