

**Township of Puslinch  
Expense Report  
Updated March 1, 2017**

From (dd/mm/yy)	To (dd/mm/yy)
4/24/19	5/15/19

Name of Claimant: Surname, First Name
Matthew Bulmer

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

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

5/15/19  
Date (DD/MM/YY)

Check if the above is not applicable

Approval \_\_\_\_\_

16/05/2019  
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	4/24/19	Farm Safety, Alma	86	4535 Watson Rd S, Puslinch	Alma	yes
2	5/15/19	Safe Communities, Aboyne	72	4535 Watson Rd S, Puslinch	Aboyne OPP station	yes
3						
4	<b>FINANCE DEPARTMENT</b>					
5	Prices, Extensions & Totals Checked:					
6	Cheque No. DD 881					
7	GL Account No. 180-4308					
	Approved By:					

Total Kilometers	158
Rate/km \$	0.50
Total Mileage \$	79.00

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 \$ 79.00