

Mar 2017.

From (mm/dd/yy)	To (mm/dd/yy)
1/1/2017	1/31/2017

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 _____

03/04/17
Date (MM/DD/YY)

Approval / / _____

03107117
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	1/29/2017	ROMA conference	85	Home	Toronto	NO
2	1/31/2017	ROMA conference	85	Toronto	Home	NO
3						
4						
5						
6						
7						
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	1/29/2017	Personal meal	-\$ 35.01
2		Portion of hotel was charged to Twp credit card	
3		other portion was charged to my credit card	
4		confusion caused by 3rd party billing	
5			
6		I have attached what was billed to Wellington County	
7		to clarify total charges	
8			
9			
Totals			-\$ 35.01

Total \$ Amount Due	\$ 49.99
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FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked:	- -
Cheque No.	21000
Gl. Account No.	180-4308
Approved By:	