

From (dd/mm/yy)	To (dd/mm/yy)
01/01/17	31/01/17

Name of Claimant: Surname, First Name
ROTH KEN

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

Claimant's Signature _____

Date (DD/MM/YY)
8/2/2017

Approval _____

Date (DD/MM/YY)
8/2/2017

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1	09/01/17	COUNTY BUDGET MEETING	86	HOME	ARROYNE	YES
2	12/01/17	COUNTY LAND INV + PLANNING	46	HOME	GUELPH	YES
3	17/01/17	AFK HR INTO COUNTY	46	HOME	GUELPH	YES
4	26/01/17	COUNTY COUNCIL	46	HOME	GUELPH	YES
5						
6						
7						

180-4308
↓

Total Kilometers 224.00
Rate/km \$ 0.50
Total Mileage \$ 112.00

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	13/01/17	PARKING	8.00	180-4313
2	17/01/17	PARKING	4.00	↓
3	26/01/17	PARKING	12.00	↓
4				
5				
6				
7				

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked	
Cheque No.	20905
GL Account No.	180-4313, 4308
Approved By:	

Totals \$ 24.00
Total \$ Amount Due \$ 136.00