

Expense Sheet

Name: _____

Phone #: _____

Mailing Address: _____

City: _____

Postal Code: _____

Purpose of Expense: _____

Team/Position on Board: _____

Date: _____

Transportation Air: _____ Ferry: _____ \$ _____

Ground Transportation (bus, taxi, uber, ect...) \$ _____

Car: _____ total KM x \$.60/km \$ _____

Hotel: (Receipts required) \$ _____

Please obtain approval from the board for any amount over
\$190 per night plus taxes prior to making your reservation

Meals: (Receipts required)

Breakfast (max.) \$25 X _____ days \$ _____

Lunch (max.) \$25 X _____ days \$ _____

Dinner (max.) \$35 X _____ days \$ _____

Other: Please itemize and attach receipts \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

I hereby certify that this amount is correct in every respect and that all expenses
were necessarily incurred for the purpose of this project.

Signature: _____ Date: _____

Authorized: _____ Date: _____ Chq#: _____