Staff Expense Claim

F3-08-A
Revised January 19, 2015

NAME: David Garbutt **LOCATION:** Regional Office

DATE DD-MON-YR	PLACE OF ORIGIN	PLACE OF VISIT	FUNCTION	AUTH INITIALS	TRAVEL DISTANCE (KM)	PER KM RATE $ 0.50	MEALS SELECT Breakfast Lunch or Supper	MEALS B-10.00 L-15.00 S-25.00	MISC EXPENSES DESCRIPTION (Accommodation, Taxi, Parking, etc.)	AMOUNT	EXPENSE TOTAL
	Travel										
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
Enter Other Travel Here (to wrap text in the large field below, enter data, hit enter, return to field, then go to menu bar above where your data shows, and hit											
15-Jul-19					-	$ -		$ -	Day Planner	$ 13.88	$ 13.88
15-Jul-25					-	$ -		$ -	Phone Case	$ 57.75	$ 57.75
15-Jul-28					-	$ -		$ -	Athabasca U. - Admission Fee	$ 125.00	$ 125.00
15-Jul-28					-	$ -		$ -	Athabasca U. - Tuition	$ 667.00	$ 667.00
15-Aug-05	Barrhead to Jasper (return)				728	$ 364.00	Lunch	$ 15.00	Park Pass	$ 19.60	$ 398.60
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
			Total		728	$ 364.00		$ 15.00		$ 883.23	$ 1,262.23

Budget Code:

DEDUCTIONS: (Please specify)	Amount
CASS Banquet	$ 65.00
	$ -
	$ -
Total for ACCT Pay	**$ 1,197.23**
TOTAL DEDUCTIONS:	$ 65.00
TOTAL EXPENSE CLAIM:	$ 1,197.23

Employee Signature: DGarbutt

Supervisor Signature:

Staff Expense Claim

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		Travel									
AUG 2015	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
	place	place			-	$ -		$ -		$ -	$ -
Enter Other Travel Here (to wrap text in the large field below, enter data, hit enter, return to field, then go to menu bar above where your data shows, and hit											
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
					-	$ -		$ -		$ -	$ -
			Total		0	$ -		$ -		$ -	$ -

DEDUCTIONS: (Please specify) Amount

	$ -
	$ -
	$ -
Total for ACCT Pay	$ -
TOTAL DEDUCTIONS:	$ -
TOTAL EXPENSE CLAIM:	$ 0 -

Budget Code:

Employee Signature: DGarbutt

Supervisor Signature: