Name:

Position:

**General Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Date  DD/MM/YY | Type of Expense | Details/Description  If mileage claim, include total km | Amount $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | TOTAL |  |  |

**Mileage Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Starting  Location | Destination | Reason for Travel | # of KM | Amount $  Mileage rate = $0.45/km |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | TOTAL |  |  |  |  |