

|      |       |      |
|------|-------|------|
|      |       |      |
| NAME | EVENT | DATE |

**SECTION 1: USE OF PERSONAL VEHICLE**

KM rate as of January 2014 \$0.35/km

| Date         | Points of origin and destination | km Driven | Total at \$.035 / km. | GST/HST | Subtotal | Accounting Dept. |
|--------------|----------------------------------|-----------|-----------------------|---------|----------|------------------|
|              |                                  |           | -                     |         |          |                  |
|              |                                  |           | -                     |         |          |                  |
| <b>TOTAL</b> |                                  | -         | -                     | -       | -        |                  |

**SECTION 2: OTHER EXPENSES**

| Date   | Description | Total Paid | GST/HST Paid | Subtotal | Accounting Dept. |
|--|-------------|------------|--------------|----------|------------------|
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
|  |             |            |              | -        |                  |
| <b>SUBTOTAL SECTION 2</b>                      |             | -          | -            | -        |                  |
| <b>ADD PERSONAL VEHICLE USE FROM SECTION 1</b> |             | -          | -            | -        |                  |
| <b>TOTAL EXPENSE CLAIM</b>                     |             | -          | -            | -        |                  |

Signature: \_\_\_\_\_

|            |       |
|------------|-------|
| Approved:  | _____ |
| Assign to: | _____ |