

R.F.P. EXPENSE CLAIM

NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____

CITY/CODE: _____

TRAVEL (NOTE: GST = Total X 5 divided by 105 then subtract this from Total.)

DATE	PURPOSE	TRAVEL TO/FROM	# OF KM x \$0.50/km	TOTAL
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NOTE: Includes expenses for either mileage OR car rental & gas (not both), airfare, etc.

HONORARIUM (**\$42.75/hr.-Sr. Instructor; \$21.25/hr.- App. Instructor; \$20/hr - marking; max 14 hrs**)

DATE	PURPOSE	DESCRIPTION	HOURS x RATE	TOTAL
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SUBSISTENCE (Receipts with GST #'s must be attached and must be the detailed receipt.)

DATE	PURPOSE	DESCRIPTION	SUB TOTAL + GST	TOTAL
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NOTE: Includes expenses for meals, tips, hotel rooms, etc. - no alcohol or phone charges will be reimbursed.

MISCELLANEOUS

DATE	PURPOSE	DESCRIPTION	SUB TOTAL + GST	TOTAL
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NOTE: Can include expenses for course supplies, photocopying, parking, etc.

SIGNATURE: _____

TOTAL CLAIM: _____

FOR OFFICE USE ONLY



Date: _____ Chq#: _____

Acct: _____

Acct: _____

Acct: _____

Acct: _____

Initial: _____ Initial: _____