



## Employee Expense Claim Form

Revised October 2, 2015

Meal Allowances:  
Breakfast \$15.00, Lunch \$20.00., Dinner \$35.00

Attach Original detailed Receipts for all purchases

Mileage rates .54 km @ January 1, 2013  
over 5000 kms mileage rate @ .47 km

Date	Meeting/Event	Kms.	Mileage Amount	Meals	Hotel	Other	Gst	Total incl. Gst	G/L Account
18 <sup>th</sup> Sept/18	Unifor meeting		248 km	lunch					
	<del>Board meeting</del>		<del>248 km</del>						
Aug 29	Board meeting		248 km						
<b>Totals</b>			496 km						

*Teresa Makowecki*

**Employee Name and Location**  
(Please Print)

*[Signature]*

**Employee Signature**

*September 18, 2018*

**Date**

*J. Paszel*

**Supervisor's Approval**

*Sept 18, 2018*

**Date**