

Employee Name \_\_\_\_\_ Employee Number

Date	Travel Details	KM	Auto Amount 0-5,000 @ \$0.60/km 5,001 and over @ \$0.55/km	Accommodation	Other	Meals			Total	
						Breakfast (max \$15)	Lunch (max \$19)	Dinner (max \$35)		
										X
										X
										X
										X
										X
										X
										X
										X
										X
										X
Add row		Total - (All Columns)								

Comments

Original itemized receipts must be attached

Deduct Travel Advance

Balance Due Employee

Balance Due College

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Manager approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ACCOUNT NUMBER										AMOUNT
Account					Dept.					