



**To Date:**

Date	Location and Particulars of Expense	km	Amount @ 46.5¢ per km	Travel: Air, Train, Taxi, Car	Hotel	Parking	Total
Apr. 20	parking					\$15.00	\$15.00
Apr. 20	Mileage to conference	70	\$32.55				\$32.55
	<b>TOTAL – All Columns</b>						

**Total amount due to claimant: \$47.55**

<b>SIGNATURE</b>	<b>DATE: YR. MO. DAY</b>	<b>ONCAT Authorization</b>	<b>DATE: YR. MO. DAY</b>



## Ontario Council on Articulation and Transfer

### EXPENSE REPORT

NAME: \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Please list each expense per individual line**

Date	Location and Particulars of Expense	km	Amount @ 46.5¢ per km	Travel: Air, Train, Taxi, Car	Hotel	Parking	Total
	TOTAL – All Columns						

**Receipts are required for all expenses, except kilometres driven**

**Total amount due to claimant:** \_\_\_\_\_

I hereby certify that the above is a correct statement of my expenses while engaged on ONCAT business.

<b>SIGNATURE</b>	<b>DATE: YR. MO. DAY</b>	<b>ONCAT Authorization</b>	<b>DATE: YR. MO. DAY</b>