

## EXPENSE REPORT

### ONCAT USE ONLY

GL Code: \_\_\_\_\_

Class: \_\_\_\_\_

Name: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Payment to: \_\_\_\_\_

Address for payment: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Please list each expense per individual line

Date mm/dd/yr	Details of Expense <i>i.e. taxi from institution to airport</i>	Driving		Other Transportation	Hotel	Meals	Incidentals, Tips, Parking	Other pre- authorized	Total
		Mileage km	46.5¢ per km						
04/20/17	Parking						\$15.00		\$15.00
04/20/17	Mileage to conference (personal car)	70	\$32.55						\$32.55
04/20/17	Bus to institution			\$15.00					\$15.00
TOTAL (all columns)									\$62.55

Total amount due to claimant: \$62.55

**\*Original receipts and boarding passes (where applicable) are required for all expenses.**

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

SIGNATURE	DATE: YR. MO. DAY	ONCAT Authorization	DATE: YR. MO. DAY

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