

# URFA Travel Expense Claim Form

Month

Please complete in full. Attach receipts for air, rail, bus, parking, taxis & hotel. Only signed & dated forms accompanied by receipts will be processed

Transportation  Air, Rail, Bus

TOTAL

Paid by Member

\$ -

1

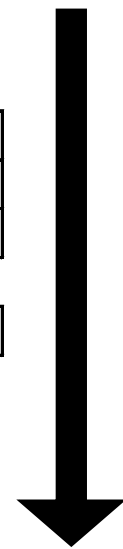
ENTER DATE

Expenses	S	M	T	W	T	F	S			
Auto - \$0.58/kilometre										2
Parking - Dollar amounts								\$	-	3
Taxis - Dollar amounts								\$	-	4
Hotel - Dollar amounts								\$	-	5
Breakfast - \$19/day								\$	-	6
Lunch - \$19/day								\$	-	7
Dinner - \$48/day								\$	-	8
Sundry - \$17/day								\$	-	9
Entertainment								\$	-	10
Telephone								\$	-	11
Other - baggage								\$	-	12

## Claimant Details

Purpose of Expenditure	
Travelling from	Travelling To
Departure Date	Return Date

Name	
Department	
Signature	
Date	



For Office Use Only	
Date	
Cheque No.	
Authorization	
Authorization	

TOTAL EXPENSES (add lines 1 to 12)	\$ -
LESS ADVANCE	
NET CLAIM	\$ -