

NAIT ACADEMIC STAFF ASSOCIATION

EXPENSE CLAIM

(Rates effective February 1, 2011)

ATES: CCOMMODATION: Without Receipt: @ \$20.00/night \$ With Receipt: days @ \$/night \$ Lunch @ \$15.00 = \$ Lunch @ \$30.00 = \$ Dinner @ \$30.00 = \$ STER DIEM ALLOWANCE: @ days @ \$10.00 per day (For each overlight stay away from regular domicile) kilometres @ .505¢ per (Complete detailed travel log on the reverse of this form) ARES: Air	NAME:	Office Bank No:	No:		
DATES:	ADDRESS: PHONE				us):
CCCOMMODATION: Without Receipt: @ \$20.00/night \$ With Receipt: days @ \$ /night \$ MEALS: Breakfast @ \$15.00 = \$	ACTIVITY A	ASSOCIATED	WITH EXPENSE:		
Michael Without Receipt: @ \$20.00/night With Receipt: days @ \$/night Michael Michael					
With Out Receipt:					
State					
Lunch			With Receipt:	days @ \$/ı	night \$
Dinner \$30.00 = \$ \$ \$	MEALS:	Breakfast	<u>@</u> \$15	.00 = \$	
### DIEM ALLOWANCE: @ days @ \$10.00 per day		Lunch	<u>@</u> \$15	.00 = \$	
(For each overnight stay away from regular domicile)		Dinner	@ \$30	.00 = \$	\$
Taxi	MILEAGE:	, . 	(For each overnight stay	etres @ .505¢ per	
Bus \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	FARES:	Air			\$
### Signature: Date: Date: Description of the control of the		Taxi			\$
Sample		Bus			\$
Sample	MISCELLANEOUS:				\$
TOTAL: \$ Signature: Date: Approved by:					\$
Signature: Date: ===============================					\$
Approved by:				TOTAL:	\$
Approved by:	Signature:			Da	nte:
	====== Approved I	by:		 	Date:
Cost Code:	Cost Code	<u>.</u>		•	_ ****

DETAILED TRAVEL LOG

NAME:			

DATE	FROM	ТО	PURPOSE OF TRIP	DISTANCE (Kilometres)
				(1.111011101100)
			Total Kilometres	1