



## General Expense Report (CBC, PDAC, DEHR, etc.)

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

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Name/Purpose of Activity/Meeting: \_\_\_\_\_

Activity/Meeting Date(s): \_\_\_\_\_

Location of Activity/Meeting: \_\_\_\_\_

**Excluding mileage, original receipts are required for all expenses.**

### Accommodation

Hotel ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

### Transportation

\$0.69 per km x \_\_\_\_\_ total distance ..... \$ \_\_\_\_\_

Taxi ..... \$ \_\_\_\_\_

Parking ..... \$ \_\_\_\_\_

### Subsistence

Full day - \$60.00 ..... \$ \_\_\_\_\_

Half day - \$30.00 ..... \$ \_\_\_\_\_

### Other

Specify ..... \$ \_\_\_\_\_

**Total Claim** \$ \_\_\_\_\_

**Claimant Signature:** \_\_\_\_\_

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