



# EXPENSE FORM

For registrants participating in Council and Committees and other College-related activities.

<b>Name</b>	
<b>Position</b>	
<b>Expense Type or Committee Name</b>	

## MEETING EXPENSE

Date	Meeting Length	File Number (if applicable)	Amount (\$)

## TRAVEL, ACCOMODATIONS & MEALS

Date	Travel (\$)	Mode of Travel	Parking (\$)	Meals (\$)	Accomms (\$)

## TRAVEL TIME

40+ km(one way): 1/4 day per diem = \$75 OR 250+ km (one way): 1/2 day per diem = \$150	Date	Amount (\$)
	<b>Total Claimed:</b>	

I confirm that the expenses listed above are accurate, were incurred while carrying out College business, and follow the College Expense Policy.