

Policies and Procedures

Section: Governance	Policy Number: FORM2018-01
Subject: Expense Report – Director Reimbursement	Effective Date: November 12, 2018

Expense Report – Director Reimbursement

Name:	Date(s) of Travel:				
Purpose:	Date(s) of Meeting:				
Expenses	Details				Amount
Transportation (include receipts)	<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
	<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
Personal Vehicle	Total Mileage				\$
Lodging (include receipts)	Location				\$
	Location				\$
	Location				\$
Meals (receipts required)	(Not to exceed \$50 /day or \$25 /half day)				\$
	(Not to exceed \$50 /day or \$25 /half day)				\$
	(Not to exceed \$50 /day or \$25 /half day)				\$
	(Not to exceed \$50 /day or \$25 /half day)				\$
Conference fees (include receipts)	Purpose :				\$
	Purpose :				\$
Other (include receipts)	Purpose : Course Fee				\$
	Purpose :				\$
	Purpose :				\$
Subtotal					\$
Total amount owing to employee					\$
Director Signature:					Date:
Approved by Chair/Board/Admin Lead:					Date: