

# Alberta Elks Foundation

## Expense Claim

Alberta Elks Foundation



REACHING OUT TO OTHERS

Name \_\_\_\_\_

Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Date \_\_\_\_\_ Place Visited \_\_\_\_\_

Reason for Visit \_\_\_\_\_

| Expense Description                        | Amount | Rate | Total | GST |
|--|--------|------|-------|-----|
| Total Kilometers Travelled<br>(Round Trip) |        | 0.30 |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
|  |        |      |       |     |
| <b>Totals</b>                              |        |      |       |     |

Signature \_\_\_\_\_

Reviewed By \_\_\_\_\_ Approved By \_\_\_\_\_

Date Paid \_\_\_\_\_ Cheque Number \_\_\_\_\_