

Name: _____	Month: _____
Mailing Address (personal): _____	Phone: _____
_____	School: _____
_____	Position: _____

Date	Explanation	Kilometers
Total		

Total KMS: _____			Total
x \$0.50 =			
Other Items (meals, hotel, other)			
Date	Details	GST <i>From Receipt</i>	
Totals			

Employee Signature

Supervisor's Signature

<u>Schedule of Remuneration/Reimbursement</u>		
Per Diem Honorarium	Travel	\$0.50/KM
\$130/day		
\$80 / half day		
Lodging	Meals	\$52/day
\$120/night		\$12 / Breakfast
		\$15 / Lunch
		\$25 / Dinner
Other		
Cost (with receipt)	As per Policy #7 Appendix A	