Strait Regional Centre for Education

Meeting and Travel Expense Report

Last Name: | **Employee No:** | **Period:** From [ ] to [ ]

First Name: | **Vendor No:** | **School / Dept:** ...Please Select School or Department...

Date											**Totals**
Accomodations											
Hotels											$ 0.00
Private											$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Meals	Breakfast: $8.00	Lunch: $15.00	Dinner: $20.00								
Breakfast											$ 0.00
Lunch											$ 0.00
Dinner											$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other											
List											$ 0.00
List											$ 0.00
List											$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Metrage											
Actual KMs											0
Rate per KM											$ 0.4615
Total											$ 0.0000

Due to Employee $ 0.00

For Office Use Only

G/L	Fund Center	Functional Area	Fund	Amount

I hereby certify that the metrage and expenses claimed herein are correct in all respects and that the entire expenditure was incurred on School Board business.

Employee Signature: [ ]

Supervisor Signature: [ ]

Director Signature: [ ]

Strait Regional Centre for Education

Meeting and Travel Expense Report (Metrage)

Date	From / To	Purpose of Travel	Kilometers
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
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			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
		Total	0
		Rate per KM	$ 0.4615
		Balance Due	$ 0.0000