



Greater St. Albert Catholic Teachers' Local # 23 Absence & Expense Report

Meeting/Absence/Expense Date(s): _____

Committee/Rationale/Purpose: _____

Name of Requester: _____

Type of meeting attended or held: (Please check) Full day(s) 1/2 day Evening Other

Mileage:

Total KMs	Paid @	Amount
	\$ 0.53	\$ -
1. Legal to Morinville		36 km
2. Morinville to St. Albert		44 km
3. St. Albert to Edmonton		32 km
4. Edmonton to Calgary		597 km
5. Edmonton to Banff		862 km
Accommodation:		\$ -

Subsistence:

FULL Day:		
Sub. Amount	Days Needed	Total Subsistence
\$ 70.00		\$ -
HALF Day:		
Sub. Amount	Days Needed	Total Subsistence
\$ 50.00		\$ -

In the event you are unable to attend an event and payment was given in advance, you are required to return to the local the total claim amount.

_____ Initial

_____ Treasurer

Other Claims:

Invoice Date:	Description of Expense:*	Amount: (w/ GST)

Totals:

Mileage	SUB	Accom.	Other	Less Amount Already Given	Total Claim
\$ -	\$ -	\$ -	\$0.00		\$ -

NOTE:

SUBMITTED BY: _____
signature

_____ date

APPROVED BY: _____
signature

_____ date

CHEQUE #: _____