

HIRRA TRAVEL EXPENSE REPORT

Name:	HIRRA Committee:
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Purpose of Trip	<p style="text-align: center;">Trip Dates</p> Left Hornby on: _____ Returned to Hornby on: _____
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1. Itemized expenses (please attach receipts to this report):

Item	Cost
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
Total Expenses Claimed	\$

2. Per Kilometer Calculation:

The maximum round-trip kilometers that can be claimed for the following destinations are:

Courtenay	100 Kms
Campbell River	200 Kms
Nanaimo	250 Kms
Victoria	450 Kms

Destination ((Location))	Round-Trip Kilometers = _____ X 50¢ = \$ _____
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3. Total amount claimed (sum of all the above) = \$ _____

Billeting Information:

Name of host:
Address and postal code:
Number of nights billeted = _____ X \$35.00 = \$ _____

6. Approval Signatures:

Committee and/or Manager:	Claimant:
Date:	Date:

* Please forward to Bookkeeper when approved