

HIRRA TRAVEL EXPENSE REPORT

Name:	HIRRA Committee:
-------	------------------

Purpose of Trip	Trip Dates
-----------------	------------

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 = <u> 100 </u> X 53¢ = <u> </u>
-------------------------	--

3. Total amount claimed (sum of all the above) = \$

Billeting Information:

Name of host:
Address and postal code:
Number of nights billeted = <u> </u> X \$35.00 = \$ <u> </u>

6. Approval Signatures:

Committee and/or manager	Claimant:
Date:	

* Please forward to Bookkeeper when approved