



Expenses Report

By email, please use this address : isabelle.benoit@apsbcsrc.org

By mail, please use this address : Isabelle Benoit, Local B-8-39F, Confidential.

Employee: _____ Purpose: _____

Date: _____ From: _____ To: _____

	Date	Description	* Transport	Lodging	Meals	Other	Total	
1)							\$ -	
2)							\$ -	
3)							\$ -	
4)							\$ -	
5)							\$ -	
6)							\$ -	
7)							\$ -	
8)							\$ -	
9)							\$ -	
10)							\$ -	
11)							\$ -	
12)							\$ -	
13)							\$ -	
14)							\$ -	
15)							\$ -	
16)							\$ -	
17)							\$ -	
18)							\$ -	
19)							\$ -	
20)							\$ -	
Totals			\$ -	\$ -	\$ -	\$ -	\$ -	
							Less Advance(s)	\$ -
							Total Owing Employee	\$ -
							Total Owing APS	\$ -

* Transport : Specify : parking - toll - km - airplane - taxi - train

Signature _____

Date: _____

N.B - Each amount claimed should have a description in the appropriate cell.
 - Each item claimed should have a support document.
 - The date of the claim and the period of the claim should be written.
 - The purpose, the name and the signature of the claimer should appear on the form.
 - The form and the attachments could be sent by mail or email.
 - For details, please refer to the Tab : 'Rules English' or to the CBC travelling politics.