

Capilano University Faculty Association

Expense Report

Instructions:

1. Enter your information in YELLOW cells.
2. Use the TAB key to move between cells.
3. TAB key also adds additional lines.
4. Print two copies.
5. Send one to Lou with receipts.
6. DO NOT USE PINK CELLS.

Name _____

Position _____

Sign here to certify: _____

Date _____

Reason for Report _____

Date	Account	Description	Km.	Travel & \$0.55/km.	Meals	Hotel	Phone	Parking	Other	Total
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
Total			0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									Subtotal	\$ -
									Cash Advances	
									Total	\$ -

APPROVED: _____

ChqNo/Date/Amt _____