

Carrier Sekani Tribal Council

1460 - 6th Avenue
Prince George, BC V2L 3N2
TELEPHONE: 250-562-6279
FAX: 250-562-8206

**TRAVEL EXPENSE CLAIM
NO PAYMENT WITHOUT RECEIPTS**

NAME: _____

TITLE: _____

DATE: _____

ADDRESS: _____

TELEPHONE: _____

POSTAL CODE: _____

PURPOSE: _____

DATE(S) OF MEETING: _____

MEALS

Breakfast:	\$ _____	x _____	= \$ _____	
Lunch:	\$ _____	x _____	= \$ _____	
Supper:	\$ _____	x _____	= \$ _____	
Incidentals:	\$ _____	x _____	= \$ _____	= \$ _____

ACCOMMODATION:

\$ _____	x _____	= \$ _____	
\$ _____	x _____	= \$ _____	= \$ _____

MILEAGE: _____ ¢ / km x _____ = \$ _____ = \$ _____

OTHER CHARGES: From: _____ To: _____ \$ _____

* TAXI: From: _____ To: _____ \$ _____
(Receipts for over \$5.00)

From: _____ To: _____ \$ _____ = \$ _____

*OTHER: Transportation: _____ \$ _____ + \$ _____

TOTAL TRAVEL \$ _____

LESS: Advance - date _____ Ck.# _____ AMOUNT (\$ _____)

PAID DATE: _____ CHEQUE #: _____ BALANCE DUE \$ _____

SUBMITTED BY: _____
Signature

APPROVED BY: _____
Signature

PLEASE ATTACH ALL RECEIPTS

*Please include return fare. (Cancelled Ticket)
NOTE: Airfare Paid by Carrier Sekani Tribal Council \$ _____