

APPENDIX A for Policy PER-11 Payment of Employment/Board Member Expenses

NAME		POSITION/TITLE:			DEPARTMENT			
DATE (DD-MM-YY)	PURPOSE/DESCRIPTION	TRANSPORTATION KM	65220 RATE	65230 AMOUNT	MEALS 65230	ACCOM. 65250	MISC.	TOTAL
			\$0.610					
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SUB-TOTALS								

I HEREBY CERTIFY THE ABOVE STATEMENT OF MY EXPENSES TO BE CORRECT

SIGNATURE	DATE
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APPROVED	DATE
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TOTAL

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Breakfast \$20.00, Lunch \$30.00, Dinner \$50.00 (including gratuities)
 Hosting Gift in lieu of hotel room up to \$75