



MONTHLY TRAVEL EXPENSES

(Due to Supervisor/Team Leader on the 1st Tuesday of Every Month)

(Due to Accounting on the 2nd Tuesday of Every Month)

*****Please record trips in whole kilometers (no decimals). Round up or down if needed.**

Employee:	Month:
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Date	Details (i.e. client, departing from, destination, etc.) ex. NAS - Bowling Depot - 32 nd Ave Tim Hortons - NAS	Amount (km)	Client

Mileage Information:

CLIENT	Total Km	CLIENT	Total Km	Total KMs	0
				X Mileage @	\$ 0.35
					\$ -

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____