

[illegible]

BUDGET CODES		
TRAVEL	\$ 12,00	203- 1- 51110 - 302
MEALS	\$ -	203- 1- 51110 - 302
OTHER	\$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	\$ -	203- 1- 55500 - 302
PIC-CONFERNCES	\$ -	203- 1- 55500 - 812
PIC -LODGING	\$ -	203- 1- 55500 - 302
PIC - MEALS	\$ -	203- 1- 55500 - 302
PIC - OTHER	\$ -	203- 1- 55500 - 302
*ADVANCE		000-1-01503-000
TOTAL	\$ 12,00	

IMPORTANT

1 Kilometers are calculated at \$0.48/km.
2 Attach ORIGINAL receipts to this form.
3 This form must be signed by claimant and
4 duly approved.
5 Expense claima must be submitted by 4.30 pm to
6 Finance on the Wednesday of the week preceding
7 a pay in order for it to be processed for the
8 following pay.
9 Please complete this form electronically. This form is
10 available on the Portal

REQUESTED BY: