

# Alberta Elks Foundation

## Expense Claim

Alberta Elks Foundation



REACHING OUT TO OTHERS

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Date of Visit \_\_\_\_\_ Place Visited \_\_\_\_\_

Occasion for Visit \_\_\_\_\_

Expense Description	Amount	Rate	Total	GST
Total Kilometers Travelled (Round Trip)		0.25		
<b>Totals</b>				

Signature \_\_\_\_\_

Reviewed By \_\_\_\_\_

Approved By \_\_\_\_\_

Date Paid \_\_\_\_\_

Cheque Number \_\_\_\_\_

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