

## Girl Guides of Canada – Fraser Skies Area Expense Form

*Expense form must be submitted accompanied by all receipts*

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Vendor	Description of Expenses	Amount	GST	Total
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	Subtotal	\$	\$	\$

### Mileage:

Date	From	To	Rtn.	Description	kms	@\$0.30
			Y/N			\$
			Y/N			\$
			Y/N			\$
			Y/N			\$
			Y/N			\$
				Subtotal		\$

**Total Expenses: \$ \_\_\_\_\_**

### Make Cheque Payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Approved by: \_\_\_\_\_

### Office Use Only:

Charge to:	Description	Total	Posted
		\$	
		\$	
		\$	

Cheque Number	Dated	Cleared Date