

Canadian Young Farmers' Forum

Revised January 2009

NAME _____ DATE PREPARED _____

ADDRESS _____ DATE RECEIVED (OFFICE USE ONLY) _____

Date	Description of Meeting Attended	Kilometers	Amount	GST	Air Fare	GST	Hotel	GST	Meals* & Other*	GST	Misc.*	GST	Total

DETAILS OF MISCELLANEOUS EXPENSES	Kilometric Rates Cents/km (taxes included) - Alberta 53.0 - British Columbia 53.5 - Manitoba 50.0 - New Brunswick 51.5 - Newfoundland and Labrador 55.0 - Northwest Territories 60.5 - Nova Scotia 52.0 - Nunavut 60.5 - Ontario 55.5 - Prince Edward Island 51.5 - Quebec 58.0 - Saskatchewan 49.0 - Yukon 65.0	* Please Attach Receipts 1. Mark each meeting on a separate line. 2. If you must change a figure – initial it. 3. If you are not sure if you are to be paid – check before submitting expense account. 4. If expense account is not completed properly, it could be returned to you. 5. Submit the total amount of your bills – GST will be calculated for you. 6. Number your receipts and put the corresponding number on your expense account (i.e. Hotel bill #1 and on expense account #1)
	Meal Rates Canadian \$ (taxes included) Breakfast 13.70 Lunch 13.15 Dinner 37.40 Meal allowance total 64.25 Incidental Allowance 17.30	Signature _____ Approved by _____

**Return To: #102, 115 Portage Close
Sherwood Park, AB T8H 2R5**