



TABER PUBLIC LIBRARY

EXPENSE SHEET

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

Purpose for Expense & Location: \_\_\_\_\_

\_\_\_\_\_

Leave Taber (Start Date & Time): \_\_\_\_\_

Return to Taber (End Date & Time): \_\_\_\_\_

<u>Description</u>	<u>Quantity</u>	<u>@</u>	<u>Total</u>
Kilometer Allowance Breakdown		.55/km	\$ _____
Lodging			\$ _____
Meals – Breakfast		\$10.00	\$ _____
Meals – Lunch		\$15.00	\$ _____
Meals – Supper		\$26.00	\$ _____
Misc. Taxis/Parking/etc.			\$ _____
	Grand Total		\$ _____

Expenses other than allowances must be covered by a receipt and submitted with this statement.

The above is a true itemized account of expenses incurred.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_ Library Manager

Date reviewed/revised: September 12, 2010  
May 14, 2013  
October 13, 2015  
March 13, 2018