



Volunteer Expense Report (Please also fill in the details on the reverse side)

Name: _____ Address: _____

Essential Purpose/Meeting Attended: _____ Meeting Location: _____

Item	Date	Date	Date	Date	Resource	EP/Cost Obj/Activity	Total Amount	HST (For Financial Services Use Only)									
1. Mileage (KM)					For Staff Use Only			kilometers									
KM Allowance \$0.54					4	4	1	0	0								
2. Accommodation					4	4	1	0	1								
3. Meals (enroute/spouse)					4	4	1	0	2								
4. Air Fare/ Rail Fare					4	4	1	0	3								
5. Bus/Car Rental/Taxi					4	4	1	0	4								
6. Parking					4	4	1	0	5								
7.																	
8.																	
9.																	
10. HST Recoverable					2	4	2	9	0	0	0	0	0	0	0	0	0
Total Expenses (\$)																	
Less Advances	Receipts for Hotel, Meals, Transportation, etc, must be attached																
Net Expenses																	

Date Submitted: _____ Signature: _____ Approved by: _____ Date Approved: _____

For PEO Financial Services Use Only:

Due Date	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							(M/D/Y)	Terms Code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Reference#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
Vendor #	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								Voucher #	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>														
Batch#	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								Bank Code	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>														

Checked by: _____ Approved by: _____ Entered by: _____ Date of Entry: _____

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Expense Details

Transport

Date	From	To	Mode of Transport	Purpose

Meals/Beverage

Date	Attendees	Location	Purpose

Other

Date	Item	Purpose