

- All volunteer and staff expenses <u>must comply</u> with the new expense policy approved by Council in June 2014 A Copy of this policy may be obtained by contacting your committee advisor.
- Completed Expense Forms along with the receipts must be submitted to volunteerexpenses@peo.on.ca.
- Volunteers whose expenses are denied may appeal to the Volunteer Expense Appeal Subcommittee by sending an email to: VolunteerExpenseAppeals@peo.on.ca.

Entered by: _____ Date of Entry: ____

101-40 Sheppard Avenue W	est, Toronto, C	Ontario M2N 6	K9														Page	of
Volunteer Ex	pense l	Report	(Please also fill	in the details	on th	e rev	erse	side	e)									
Name:		Address:																
Essential Purpose/Meeting /	Attended:									_		M	eetin	g Loc	ation:			
Item	Date	Date	Date	Date	Resource EP/Cost Obj/Activity						To	tal Amount	HST (For Financial Services Use Only)					
1. Mileage (KM)								F	or S	taff l	Jse (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									
																		
8.																		
9.																		
10. HST Recoverable					2	4	2	9	0	0	0	0	0	0	0			
Total Expenses (\$)																		
Less Advances	Receipts for H	lotel, Meals, Tr	ansportation, e	tc, must be atta	ache	d				-		-						
Net Expenses	1		•															
Date Submitted:		Signature:						Арр	rove	ed by:						Dat	te Approve	d:
For DEO Sinon siel Comise										·								
For PEO Financial Service	s use Only:																	
Due Date		(M/D/Y)	Terms Code								Reference#							
Vendor#		, ,	Voucher#											L				
Batch#			Bank Code															
																		

Approved by:

Checked by:

The personal information on this form is protected by PEO's Privacy Policy. The immediate purpose for collecting this information is primarily to reimburse volunteers for their expenses. For more information, see PEO's Privacy Policy at www.peo.on.ca or contact PEO's Privacy Office at (416) 224-1100.

Expense Details

Transport										
Date	From	To	Mode of Transport	Purpose						
		-								
	!			!						
Meals/Beverage										
Date	Attendees	Purpose								
		Location								
Other										
Other										
Date	Item			Purpose						