

Expense Claim

Name: _____ **Nation:** _____

Location of meeting: Westin Bayshore - Vancouver BC **Circle One:** EDO/Land Manager

Subject of meetings: Procurement day & Links to Learning 2023

Travelled from: _____

	Monday 30-Jan-23	Tuesday 31-Jan-23	Wednesday 1-Feb-23	Thursday 2-Feb-23	Friday 3-Feb-23	
MEALS:						
Breakfast: 22.80		Included	Included	Included		\$ _____
Lunch: 23.05		Included	Included	Included		\$ _____
Dinner: 56.60						\$ _____
TOTAL MEAL ALLOWANCE					Sub-total - Meals	\$ _____

Kilometre rate: BC - 56.5	Airfare/Train (receipts required)	\$ _____
	Hotel (receipts required - Westin Bayshore only)	\$ _____
	Parking (receipts required)	\$ _____
	Taxi/Uber/Shuttle/Ferries (receipts required)	\$ _____
	Mileage: 56.5 per/km x _____ kms =	\$ _____

Total Claim \$ _____

***IMPORTANT* Preferred Method of Payment**

Circle One: E-transfer/Cheque

Name: _____

Mailing Address: _____

Email Address: _____

Delegate Signature

Authorizing Officer (Cando)

Please submit expense claims via email to:

Karrie Lazarowich

Email: klazarowich@edo.ca

DEADLINE: February 28, 2023

NOTE: Maximum expense to be paid is \$900.

Fill out this form if you attended both, Procurement Day and Links to Learning (Jan 31-Feb 2, 2023)