



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

EXPENSE CLAIM

To be completed within 3 days of trip. Failure to submit reports will result in refusal of new trip advance requests.

Dept/Budget Code: DOJ Date: May 19, 2022

Name: _____ Position: _____

TRAVEL INFORMATION			
DEPART DATE:	May 16, 2022	TIME:	7:00 AM
RETURN DATE:	May 18, 2022	TIME:	9:00 PM
DESTINATION:	Timmins		
FELLOW TRAVELLERS:			
PURPOSE OF TRAVEL:	RJ Facilitator Training and 2 nights of Blazing Trails youth Group		

EXPENSES CLAIMED	TOTAL
Breakfast \$20.35 per day (Travel before 7:30 a.m.)	\$20.35 x <u>3</u> days 61.05
Lunch \$20.60 per day (Include only if not provided)	\$20.60 x <u>2</u> days 41.20
Supper \$50.55 per day (Travel after 7:00 p.m.)	\$50.55 x <u>3</u> days 151.65
Incidentals	\$17.30 x <u>2</u> night 34.60
Taxis (receipts required)	
Parking (receipts required)	
Child Care \$35.00 per night for the first child and \$15.00 per night per child thereafter (receipts required), <i>eligible only if staying over night.</i>	
Mileage \$0.57 348 km return	198.36
Private Accommodation \$50.00 per night (receipts required)	
Other (receipts required):	

Notes:	TOTAL	486.86
	Less Advance	
	Owed to Traveller On next EFT Run	486.86
	Owed to NALSC Deducted from next payroll	

Employee's Signature Leahan Parrott Date May 19 2022

Approved by Manager _____ Date _____

FINACE USE ONLY:

INVOICE BATCH #:		ENTERED BY:
EFT BATCH#:		PAYMENT SUBMITTED BY:
PAYROLL DEDUCTION BATCH#:		DEDUCTED PR#: