



EXPENSE REPORT

DESCRIPTION	KM	DATE	TOTAL	NOTES
TRAVEL (\$0.59 / KM) - TRIP DETAILS (DESTINATION)			0.00	REASON FOR TRAVEL (I.E., MEETING PURPOSE / MEMBER NAME / FILE)
			0.00	
			0.00	
			0.00	
Subtotal			0.00	
AIRFARE - NAME OF AIRLINE			0.00	REASON FOR TRAVEL (I.E., MEETING PURPOSE / MEMBER NAME / FILE)
			0.00	
			0.00	
Subtotal			0.00	
ACCOMODATIONS - NAME OF HOTEL, ETC.			0.00	REASON FOR TRAVEL (I.E., MEETING PURPOSE / MEMBER NAME / FILE)
			0.00	
			0.00	
Subtotal			0.00	
PARKING			0.00	
			0.00	
			0.00	
Subtotal			0.00	
DAILY PER DIEMS*		DATE	0.00	REASON FOR TRAVEL PER DIEM
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
Subtotal			0.00	
*Per diems are to be claimed when items are not already provided, as follows: B= \$21.10, L= \$21.35, D= \$52.40, I= \$17.30, Total = \$112.15				
OTHER			0.00	
			0.00	
			0.00	
Subtotal			0.00	
TOTALS			0.00	Prepared by: _____ Date: _____
AMOUNT TO BE REIMBURSED			0.00	Region: _____
Once completed, please sign, date and submit this form to FINANCE@NPF-FPN.COM. Thank you!				
			Cheque #: _____	Approved by: _____