

Logo or Name of Architectural Practice

# Expense Claim Form

**Claimant:** *John Doe* **Period covered by report:**  
**Approved by:** \_\_\_\_\_ **From:** *2 Nov. 20* **To:** *13 Nov. 20*

Date:	Project No.:	Details:	R*	Expense
<i>2 Nov. 20</i>	<i>19-034</i>	<i>Travel to site, 20 KM @ .62¢/KM</i>	R	<i>12.40</i>
<i>3 Nov. 20</i>	<i>19-034</i>	<i>Travel to Millwork shop to</i>		
		<i>inspect cabinets, 35 KM @ .62¢/KM</i>	R	<i>21.70</i>
<i>9 Nov. 20</i>	<i>19-032</i>	<i>Travel to site, 15 KM @ .62¢/KM</i>	R	<i>9.30</i>
<i>10 Nov. 20</i>	<i>20-075</i>	<i>Plane fare to Ottawa</i>	R	<i>468.50</i>
<i>10 Nov. 20</i>	<i>20-075</i>	<i>Lunch</i>		<i>19.50</i>
<i>10 Nov. 20</i>	<i>20-075</i>	<i>Taxi</i>	R	<i>24.75</i>
<i>11 Nov. 20</i>	<i>20-035</i>	<i>Travel to site, 20 KM @ .62¢/KM</i>		<i>12.40</i>
<i>12 Nov. 20</i>	<i>20-040</i>	<i>Travel to ACME, 25 KM @ .62¢/KM</i>		<i>15.50</i>
			<b>Total</b>	<b>\$ 584.05</b>

**R\*:** Recoverable from Client. Invoice reimbursable expenses for this amount.

**Settlement:**

<b>Personal Charges:</b> <i>Magazine Renewal</i>	<b>\$ 18.00</b>
<b>Temporary Advance:</b> <i>Plane ticket plus \$40.00</i>	<b>\$ 508.50</b>
<b>Subtracted from Expenses:</b>	<b>\$ 526.50</b>
<b>Payment:</b>	<b>\$ 57.55</b>

**Cheque No.:** \_\_\_\_\_