

CONVENTION EXPENSE REPORT

Name: _____	From: _____, 200__																								
Department: _____	To: _____, 200__																								
Purpose of Trip & Nature of Business: _____																									
Authority Granted By: _____ <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Print Name & Title Signature </div>																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">ADVANCES & P-CARD PURCHASES</th> <th style="text-align: left; border-bottom: 1px solid black;">Particulars</th> <th style="text-align: left; border-bottom: 1px solid black;">\$ Amount</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">Registration</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Transportation</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td></td> <td style="font-size: small;">(Mileage Claims for personal vehicle use: please complete a Travel Report)</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Accommodation</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Other</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">TOTAL.....</td> <td></td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> </tbody> </table>		ADVANCES & P-CARD PURCHASES	Particulars	\$ Amount	Registration	_____	_____	Transportation	_____	_____		(Mileage Claims for personal vehicle use: please complete a Travel Report)		Accommodation	_____	_____	Other	_____	_____	TOTAL.....		\$ _____			
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I certify that this is a true statement of disbursements made by me or on my behalf to attend the event described above. Date: _____, 200__ Signature: _____																									

Schedule 'B'
Professional Development Expenses Policy CAO.1-02

CONVENTION EXPENSE REPORT

Charge / Credit:		
Account Name:	Account Number:	Amount(s):
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Finance Department Use:

Cheque No: _____ **Receipt No:** _____

Approved by: _____

Notes: