

LOCAL TRAVEL EXPENSE REPORT



VENDOR #: (Office Use Only)	UNIT/ SECTION:	PERIOD FROM:
NAME:	APPROVER:	TO:

DATE	DETAILS			0-16,000 KMS	16,000.1+ KMS	BRIDGE/ FERRY	MEALS	TAXI/ PARKING	OTHER EXPENSES
TOTAL KMS									
MULTIPLY KMS BY CORRECT RATE									
SUBTOTALS									
TOTAL KM EXPENSE		EXPENSES TOTAL (non km)		TOTAL CLAIM (KILOMETRES + EXPENSES)					

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ADDITIONAL DETAILS

TRACKING KILOMETRES

Claimants must track annual accumulated kilometrage to determine the correct rate to apply:

- To accumulate **Total Fiscal Year-to-Date Kms** travelled, start at zero (0) on April 1st of each fiscal year. Note: Fiscal Year runs from April 1 to March 31.
- Accumulate kilometres travelled by entering the amount in the **Total Fiscal Year-to-Date Kms** box from this claim into the **Total Kilometres from previous claim** box on your next claim.
- When 16,000 km is reached, begin recording travel in the 16,000.1+ KMS column on page 1.

Total Kms from this claim		Km
Total Kms from previous claim		Km Note: This amount restarts at zero (0) on April 1 st of each fiscal year.
Total Fiscal Year-to-Date Kms		Km Note: Enter this amount in the Total Kilometres from previous claim box on your next claim.

Claimant Signature:

Date:

Approver Signature:

Date:

CC NUMBER –

GL NUMBER –