LET RIGHT PREVAIL

Law Society of Ontario | Barreau de l'Ontario

EXPENSE REPORT

RESET

REIMBURSEMENT PAYABLE TO:	EXPENSES INCURRED FROM: TO:
EXPENSES INCURRED BY:	PLEASE SEE RELEVANT POLICIES AND/OR PROCEDURES FOR CLAIMING EXPENSES AMOUNTS CLAIMED MUST BE SUPPORTED BY ORIGINAL DETAILED RECEIPTS
ADDRESS OF PAYEE:	

DATE OF EXPENSE	REASON FOR EXPENSE	# of KM	KILOMETRAGE @ $0.50/KM	TRAVEL (INCL. PARKING)	ACCOMMODATION	MEALS	MISC. ITEMS	TOTAL (INCL. TAXES)
TOTAL INCLUDING TAXES								
TAXES ELIGIBLE FOR ITC (OFFICE USE ONLY)								

LESS ADVANCES RECEIVED	
NET OWED TO LAW SOCIETY	
NET BALANCE CLAIMED	

PROJECT	ACTIVITY	COST CODE	G/L ACCOUNT	AMOUNT

I CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF MY EXPENSES INCURRED IN PERFORMING LAW SOCIETY BUSINESS

SIGNATURE	DATE	APPROVED	DATE:
	2018-01-02		