



Law Society
of Ontario

Barreau
de l'Ontario

EXPENSE REPORT

*For expenses incurred on or after January 1, 2020

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 @ \$0.58/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		
I CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF MY EXPENSES INCURRED IN PERFORMING LAW SOCIETY BUSINESS								
SIGNATURE			DATE		APPROVED			DATE: