

# NSLC

BOARD OF DIRECTORS TRAVEL EXPENSE CLAIM

August 21/20  
Date:


Enter the total amount on each entry including any tax if applicable


MM/DD/YY	Travel From	Travel To	Reason for Travel	Tax Rate	Km.	Rate ##	Hotel	Meals	Gratuity	Misc.	Total Incl. Tax	GST/HST	Total Less HST
Aug 21/20	Sydney	Hallfax	Audit/Board Meetings	NS	900			12.64			385.83	50.33	335.50
Aug 20/20			Lunch	NS							12.64	0.82	11.82
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<b>Totals</b>					<b>900</b>			<b>12.64</b>			<b>398.47</b>	<b>51.15</b>	<b>347.32</b>

YTD mileage (incl. this claim) 900

Account Description	Account #	SAP Drop-down text (if needed)	BU/Store#	Amount
HST Input Tax Credit	202020			51.15
	640100		1020	11.82
	640200		1020	335.50
<b>Totals</b>				<b>398.47</b>

Name (type): John MacKinnon  
BU# / Store#: Board of Directors

Signature: 

Approved By: 

Checked by Finance: \_\_\_\_\_

