

Grain Farmers of Ontario Delegate Reimbursement Claim/Expense Report

NAME:		District:			_ FROM:			dd-mmm-yy
EVENT:					TO:			dd-mmm-yy
					EN'	TER TOTAL EXPENSE	(INCLUDING TAX)	IN THE FIELDS BELOV
Date dd-mmm-yy	Description	*** Mi km	ileage *** \$ rate / km	Meals	Hotel	Other Travel: taxi, parking, tolls	Per Diem	Out of Pocket REIMBURSE CLAIM
	TOTALS:							
	(For office use only) HST:							
	Net :							
SIGNATURE:								
APPROVED:			- DATE:					
			- DATE.			=		
Office Use Only Expenses Per Diem				Instructions and Procedures 1, Use separate line for each expense. 2. List meeting attended and days participated 3. Include all original receipts with this expense form. Per Diems - District Meetings Bi-Annual Meetings March Classic Committee Meetings			\$320.0 \$320.0 \$320.0	
				Committee Meetings - Conference Calls - less than 1 hour\$160.0 4. Have form signed by GFO staff present at meeting or District Director if no GFO staff present 5. New Delegates and Alternates are to contact finance@gfo.ca to set up payment process				
				Contact Finance De	epartment if you have	any questions.		

Ver: February 2024