Grain Farmers of Ontario
Delegate Reimbursement Claim/Expense Report

CLEAR FORM

NAME: _____ District: _____ FROM: _____ dd-mmm-yy

EVENT: _____ TO: _____ dd-mmm-yy

ENTER TOTAL EXPENSE (INCLUDING TAX) IN THE FIELDS BELOW

Date dd-mmm-yy	Description	*** Mileage *** km	$ rate / km $ 0.73	Meals	Hotel	Other Travel: taxi, parking, tolls	Per Diem	Out of Pocket REIMBURSE CLAIM
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
			0.00					0.00
	TOTALS:		0.00	0.00	0.00	0.00	0.00	0.00
	(For office use only) HST:							0.00
	Net :							0.00

SIGNATURE: _____

APPROVED: _____ 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.....$170.00
Bi-Annual Meetings.....$330.00
March Classic.....$330.00
Committee Meetings.....$330.00
Committee Meetings - less than 1 hour.....$170.00

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 Department if you have any questions.

Ver:January 2026