

Learn with LiRN 2024 Annual Conference Expense Form

Due November 25, 2024

Attendee Name:	
Attendee Association:	
Payee (who should the cheque be made out to?):	
Payee Address (where should we send the cheque?):	

Date of Expense	Type of Expense	How many KMs did you drive?	Driving @ \$0.61 /KM	Total (Include HST)
	Travel: Driving to Conference <i>Fill in KMs if applicable; the form will calculate your total.</i>			
	Travel: Driving from Conference <i>Fill in KMs if applicable; the form will calculate your total.</i>			
	Travel: Air <i>Leave blank if not applicable</i>			
	Travel: Rail / GO <i>Leave blank if not applicable</i>			
	Parking <i>Include hotel parking separately from the accommodation on this line, if applicable.</i>			
	Hotel <i>Include accommodation only on this line.</i>			
	Dinner Wed. and/or Thurs. <i>Up to \$40 for dinner(s). No alcohol. Include total of all meal receipts here.</i>			
	Taxi / TTC / Rideshare <i>Total: to/from hotel and reception venue.</i>			
TOTAL CLAIMED (Automatic Calculation)				

Date	Signature

I have attached all applicable receipts to this form and have deducted any disallowed expenses from the totals included in the claim.

LiRN Office Use Only		GL: 3101010	
Reviewed	Name	Date	Signature
Approved	Name	Date	Signature

Notes

- 1) Food receipts must show the itemized food choices (i.e., do not submit the credit card receipt that only shows the total).
- 2) If you used your credit card on the TTC you will not get a receipt. In that case provide a written or typed note listing the travel details and amount(s).