

Learn with LiRN 2026 Annual Conference Expense Form

Due November 23, 2026

Attendee Name:	
Attendee Association (no abbreviations):	
Payee (who should the payment be made to?):	
EFT form "already on file" or "included with this form":	

Date on Receipt or of Expense	Type of Expense	How many KMs did you drive?	Driving @ \$0.64 /KM	Total (Include HST)
	Driving to Conference <i>Fill in KMs; form will calculate the total. Include a Google map as documentation.</i>			
	Driving from Conference <i>Fill in KMs; form will calculate the total. Include a Google map as documentation.</i>			
	Airline tickets <i>Include boarding passes with receipt.</i>			
	Train (Via or GO) <i>Include boarding passes with receipt.</i>			
	Hotel and Parking			
	Wednesday night dinner <i>Up to \$45 for dinner. No alcohol.</i>			
	Thursday night dinner <i>Reimbursement only if indicated for dinner RSVP that you could not attend</i>			
	Taxi / Rideshares / TTC <i>Total: to/from hotel and dinner 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: 3314020	
Reviewed	Name	Date	Signature
Approved	Name	Date	Signature

See [Expense Form Instructions](#) for information on how to complete this form.