

The Literacy Group of Waterloo Region
 151 Frederick St. Suite 200
 Kitchener, Ontario
 N2H 2M2

Expense Claim Form

Project : 03 ORGANIZATION - Kitchener Percent
100%

Name: _____
 Mailing Address _____

Project : N/A Percent
0%

Purpose: Vulnerable Sector Check

Timeline covered: 2019/20

Guidelines: do not fill in shaded areas as there are formulas in those columns
 (mileage = \$.40/km)

Date	Destination/type of travel expense	# of km.	Total cost	1/2 of 5%	82% of 8%	Total- expense	Acct #
			@ \$.40/km	office use	for office use		
			-	-	-	-	
			-	-	-	-	
			-	-	-	-	
			-	-	-	-	
			-	-	-	-	
			-	-	-	-	
			-	-	-	-	
			-	-	-	-	
Total		-	-	-	-	-	

Parking and other travel expenses with receipt		HST on receipt	Total Receipt				
		-	-	-	-	-	
		-	-	-	-	-	
		-	-	-	-	-	
		-	-	-	-	-	
Total Travel Expenses		-	-	-	-	-	

Other Expenses:									
Date	Purchase type and for what use?	GST-5% (use if Only Charged GST)	HST on receipt	Total Receipt Incl. HST	1/2 of 5% if only GST chgd	1/2 of 5% office use	82% of 8% for office use	Total- expense	Acct #
	VSC - Volunteer Postion			10.00	-	-	-	10.00	
					-	-	-	-	
					-	-	-	-	
					-	-	-	-	
					-	-	-	-	
					-	-	-	-	
					-	-	-	-	
					-	-	-	-	
					-	-	-	-	
					-	-	-	-	
Total Other Expenses				10.00	-	-	-	10.00	
TOTAL OF ALL EXPENSES				\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00	

Employee Signature: _____

To Calculate HST:

Total Receipt with HST	HST	Amount Before Tax
	-	-

Approval: Chris Prosser - Executive Director