(Must be submitted within thirty (30) working days of incurring expense. Allow 4 weeks for processing)


BOARD MEETING MORE THEN 200 KM FROM RESIDENCE $\quad 0 \quad \square$ ACCOMMODATION:

| Number of nights |  |
| :--- | :--- |
| Number of nights |  |
| Number of nights |  |
| Total |  |


| Total Cost |  |
| :--- | ---: |
| Total Cost |  |
| Total Cost |  |
| Total |  |


| Lunch Receipt Total |
| :--- |
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|  |
|  |


| Dinner Receipt Total |  |
| :---: | :--- |
|  |  |
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|  |  |
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|  |  |
|  |  |

MEALS: | Date | Breakfast Receipt Total |
| :--- | :--- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Please attach course agenda, itinerary, lunches, etc. to this form.

| Originated by |  |  |
| :--- | :--- | :--- |
| Authorized by | Date : $\square$ |  |
|  | Designated Signing Authority | Date $: \square$ |

