LibraryCo Inc. Expense Report *

Name:

Mailing Address:

Purpose:

Date	Description	Accomodation	Transportation Air/Train/Subway/Taxi	Mileage @ $ .45/Kilometre	Meal(s)	Miscellaneous	TOTAL
GST							

For Office Use Only

Account Code	Amount
	$
	$
	$

Approved	Date: YR/MO/DAY

Notes:

***At the request of LibraryCo Auditors, original receipts must accompany claims.**

2007.01

I hereby certify that the above is a correct statement of my expenses while on LibraryCo business.

Signature **Date: YR/MO/DAY**

Please mail LibraryCo Expense Report to:
LibraryCo Inc.
Osgoode Hall
130 Queen Street West
Toronto, ON M5H 2N6