COMPANY NAME

EXPENSE CLAIM

Employee Name:_____ Date:_____

Client Number:_____

Mileage _____ km x $0.59/km (Note 1) =_____

Meals _____ days x $50.00 =_____

Hotel _____ nights

Miscellaneous

Item	Date	Cost	HST	Total
Total				

Note 1 – The per km limit for 2020 is 59 cents per km on the first 5,000 km and 53 cents per km on the remaining km in the year. (For 2019, the limit was 58 cents per km on the first 5,000 km and 52 cents per km on the remaining km in the year.)