EXPENSE CLAIM

Employee Name : _____ Date:_____

Client Number : _____

Mileage : _____ km x $0.72/km (Note 1) = _____

Meals : _____ days x $69 ($23/meal) = _____

Hotel : _____ nights

Miscellaneous

Item	Date	Cost	HST	Total
Total				

Note 1 – The per km limit for 2025 is 72 cents per km on the first 5,000 km and 66 cents per km on the remaining km in the year.