

Acupuncture Canada

EXPENSE REPORT

update Sept 2014

Name \_\_\_\_\_

Address \_\_\_\_\_

Function \_\_\_\_\_

Receipt	Item description	Receipt	TRAVEL	TRAVEL	ACCOMODATIONS	INSTRUCTOR MEALS	
Date		Number	Flight	Mileage, parking, taxi	Hotel	Meals	Other
<b>TOTAL RECEIPTS</b>	<b>total amount owing with taxes</b>						
GST/HST	for accounting dept.						
Expense	for accounting dept.						
GL code	for accounting dept.						

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Submit expense claims to:**  
 Acupuncture Canada  
 Morneau Shepell Centre II, 895 Don Mills Road, Suite 109, Toronto, ON. M3C 1W3

(original receipts must accompany expense form)