

OAAS BOARD OF DIRECTORS STATEMENT OF EXPENSES



A separate expense claim is to be submitted for each meeting attended

- CONVENTION & FEBRUARY MEETING
- SPRING MEETING
- FALL MEETING
- _____ COMMITTEE MEETING

DUE: At meeting OR within 15 days after meeting

Name: _____

District #: _____

Address: _____

City: _____

Postal Code: _____

DATE	EXPLANATION/DETAILS OF EXPENSES CHARGED	Total Kms	TOTAL
	Transportation (mileage = \$0.40/km)		
	Parking		
	Accommodation		
	Meals (B=\$10; L=\$10; S=\$20)		
	Miscellaneous (provide details)		
TOTAL PAYABLE			

Original Receipts are required. Credit card receipts are not valid without a full receipt showing charges.

Date Paid: _____ Cheque Number: _____