

[Insert name of Classified Agency]
 Expenses for the Month(s) of [enter month or months]

June 2018

Name	Position	Purpose	Start Date	End Date	Destination	Attendees	Other Attendees	Air Fare	Other Transportation	Accommodation	Meals	Incidentals	SUBTOTAL	Hospitality	Other Expenses	TOTAL
Nom	Titre	But	Date de debut	Date de fin	Destination	Participants	Autres participants	Tarif aerien	Autre mode de transport	Hebergement	Repas	Frais accessoires	TOTAL PARTIEL	Accueil	Autres depenses	TOTAL
Chad Evans	Vice President Corporate Services	Meeting with Stakeholders	2018-06-06	2018-06-06	North Bay						42.90		42.90			42.90