

EXTERNAL EXAMINER EXPENSE FORM

School of Environmental Sciences

COMPLETE AND RETURN to
Graduate Secretary, M. Vickery
260 Alexander Hall
U of G, Guelph, ON N1G 2W1
T: 519 824-4120, x53937
Email:ses.gradsec@uoguelph.ca

Name _____

Mailing Address _____

=====

Committee Chair _____ ext. _____ Student Name _____

Travel Date(s) _____ to _____

Transportation: Train ____ Plane ____ Bus ____ Rental Car ____ Private Car ____ (use KM for distance)

Additional Personnel on Trip _____

DETAILED EXPENSE REPORT							** Attached Receipts	
-------------------------	--	--	--	--	--	--	----------------------	--

Date	Details of Trip	Distance	Meals	Train Plane Bus**	Accom **	Other Expenses **	Daily Totals	Charged Direct to University
	Honorarium					\$200.00	\$200.00	

Total km

@ .43/km

Subtotals

HST Totals

Total For Trip

Office Use Only

Department Use Only -

Chargeable to:

Fund Source _____

Authorized by _____