

EXTERNAL EXAMINER EXPENSE FORM

School of Environmental Sciences

COMPLETE AND RETURN to
Donna Drohan-Jennings
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Guelph, ON N1G 2W1
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Name _____

Mailing Address _____

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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
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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	
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Subtotals							
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HST Totals							
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Total For Trip		
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Office Use Only		
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Department Use Only -

Chargeable to:

Fund Source _____

Authorized by _____