



Check if Submitted already

EXPENSES SHEET (REVISED NOVEMBER 2018)

NAME OF EMPLOYEE:
DATE:

DATE OF RESPITE	PURPOSE OF EXPENSE (INCLUDE PARTICIPANT'S NAME)	TAXI (MIDNIGHT - 6 A.M.)	MEAL BETWEEN RESPITES	KMS TRAV.	AMOUNT CLAIMED AT 0.45/KM	BUS TICKET	RESPITE SUPPLIES	OTHER
TOTALS								

Amount Given in Taxi C.	Amount Used in Taxi C.	Date Used	Amount taken out from Petty Cash	Amount used (Petty Cash)	Date Used

GRAND TOTAL _____

FOR OFFICE USE		
ACCT. NO.	ACCOUNT NAME	AMOUNT
TOTAL		