

**PROFESSIONAL ENGINEERS AND GEOSCIENTISTS
NEWFOUNDLAND AND LABRADOR
(PEGNL)**

Travel Expense Statement

(Please submit claim to the PEGNL office within two weeks of incurring expense, if possible.)

Expense incurred by: _____

Address (mail cheque to): _____

Purpose of Trip (briefly): _____

Itinerary (Briefly from, to and return): _____

| MONTH: _____ | AMOUNTS | | | | | |
|---|---------|--|--|--------------|--|-------|
| DESCRIPTION: | DATES | | | | | TOTAL |
| | | | | | | |
| TRANSPORTATION | | | | | | |
| Air Fare | | | | | | |
| Bus | | | | | | |
| Auto ___ km @ 0.535 | | | | | | |
| Taxi or Limousine | | | | | | |
| SUBTOTAL: | | | | | | |
| ROOM & MEALS | | | | | | |
| Room | | | | | | |
| Breakfast | | | | | | |
| Lunch | | | | | | |
| Dinner | | | | | | |
| SUBTOTAL: | | | | | | |
| OTHER CHARGES | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| SUBTOTAL: | | | | | | |
| TOTAL: | | | | | | |
| LESS AMOUNTS PAID BY CHARGEABLE TO OTHERS: | | | | | | |
| TOTAL AMOUNT PAYABLE BY PEGNL: | | | | | | |
| LESS ADVANCES FOR _____ | | | | | | |
| AMOUNT DUE: | | | | | | |
| SIGNATURE: | | | | DATE: | | |
| APPROVED BY: | | | | DATE: | | |