

2017 UNSM EXPENSE CLAIM

NAME:	Waye Mason
UNIT:	
ADDRESS:	
MEETING ATTENDED:	UNSM Board Meeting
DATE(S) OF MEETING:	Jan 26 '18

			Total Claimed	Paid by UNSM
Meals*: (claim only for meals NOT provided)	Breakfast	\$ 19.10		
	Lunch	\$ 18.90		
	Dinner	\$ 47.35		
	Incidentals	\$ 17.30 (only paid if an overnight is required)		
Accommodations:		\$166.57/night maximum (receipt required)		
Travel:		km @ .46 cents/km		
		Flight (Receipt Required)		
		Parking (Receipt Required)		
		Taxi (Receipt Required)	9.27	
		SUBTOTAL		
Carbon Offset Vehicle Travel Fee		Only deduct if claiming mileage or flight	5.00	
		TOTAL	9.27	

**ALL CLAIMS MUST BE SUBMITTED TO THE UNSM OFFICE
WITHIN 30 DAYS AFTER THE MEETING**

* If any meals have been provided, you will not be compensated for those meals.

Signature

Kindly Return to:
Judy Webber, Financial Officer
Suite 1304, 1809 Barrington Street, Halifax, NS B3J 3K8
Phone: (902) 423-8331
Fax: (902) 425-5592