

*Children of Shingwauk Alumni Association*  
 2-450 Frontenac Street, Sault Ste Marie, ON P6A 5K9  
 Ph: 705-942-3004 Fax: 705-942-8713

Approved by:

**COMMEMORATION Travel Claim**

Name:

Date:

Purpose of meeting:

Location:

Dates of Events: From:.....

To:.....

Mode	From	To	Distance	Estimate mileage	Reconciled amount				
*own vehicle @65 km									
Rental car									
Lieu of Rental									
Item	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Estimate amount	Reconciled amount
Breakfast \$15.35									
Lunch \$14.60									
Dinner \$40.30									
Incidentals \$17.30									
Accommodations									
**Private (No Incidentals)									
*** Honorarium									
<b>TOTAL</b>									

Less cash advanced	
Amount owing to staff/contractor	
Amount owing to CSAA	

Air Fare/airport parking	Taxi and Facility Parking	Other expenses	Estimate amount	Reconciled amount

**SUB-TOTAL** .....\$

Date:

Hotel	Confirmation #	Visa	Chk-in	Chk-out
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Car agency	Confirmation #	Billed	Pick-up	Return
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**\*\* private accommodations \$50 per day  
\$200 per day  
more than 1 day kfdkfdlkd**

**\*\*\*Honorarium \$250 per day; if more than one day**