

# EXTERNAL EXAMINER EXPENSE FORM

School of Environmental Sciences

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETE AND RETURN WITH RECEIPTS  
 TO: Joanne Scarrow, 1107 Edmund C Bovey or  
 Rebecca Griffith, 261 Alexander Hall  
 University of Guelph, 50 Stone Rd E, Guelph,  
 ON, N1G 2W1

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 \_\_\_\_\_

<b>DETAILED EXPENSE REPORT</b>	<b>** Original Receipts or Lost Receipt Form Required</b>
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Date <small>(dd/mm/yy)</small>	Details of Trip	Distance	Meals**	Train Plane Bus**	Accom **	Other Expenses **	Daily Totals	Charged Direct to University
	Honorarium					\$200.00	\$200.00	

<b>Total km</b>		<b>@ .48/km</b>	
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<b>Subtotals</b>							
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<b>HST Totals</b>						
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<b>Total For Trip</b>		
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<b>Office Use Only</b>		
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*Department Use Only -*  
 Faculty Advisor: \_\_\_\_\_  
 Charge Fund: \_\_\_\_\_ Authorized by \_\_\_\_\_