



Department	Document	Version	Creation Date	Last Revision
ACC	5.003	3	01.28.08	12.10.09
EXPENSE STATEMENT				

Employee Name: _____ Page _____ of _____

Client/Camp: _____

From: _____ To: _____

Currency: _____ Employee Number:

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Receipt No.	Date	Description	Total	<i>-OFFICE USE ONLY- Billable Expense Less GST</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	Total	\$
For office use only Pre-GST amount	1984 Initials	\$

Signature

Date Submitted

1984 Enterprises Inc. Approval

Helpful Hint: Please take extra precaution and photocopy your expense statement as well as the original receipts in the unlikely event that this expense statement does not reach the 1984 Enterprises Inc. head office.

**THIS EXPENSE STATEMENT HAS TO BE SUBMITTED *WITHIN 10 DAYS* AFTER THE JOB IS OVER,
OR WE CANNOT GUARANTEE THAT YOUR EXPENDITURES WILL BE REIMBURSED.**

Expense statement can be sent to the 1984 office via:

Mail:
1984 Enterprises Inc.
250-355 Burrard Street
Vancouver BC
V6C 2G8
Attention: Payroll Department