1984 Enterprises Inc
STAFFING - FIRST AID - SAFETY

Suite 1000 355 Burrard Street
Vancouver, BC V6C 2G8
Tel: 604-736-8142
Fax: 604-736-8119
www.1984inc.com

Expense statement

Name:		Page_____ of _____	
Camp or Dept.:		From (mm/dd/yyy):	
Currency:		To (mm/dd/yyy):	

Receipt#	Date	Description	Amount (including PST)	GST	Total
Total					

_____ SIGNATURE

_____ DATE SUBMITTED

_____ APPROVED BY LISE TOMPSON

ALWAYS SUBMIT ORIGINAL RECIEPTS WITH EXPENSE STATEMENT

Taking the extra precaution to photocopy your expense statement and original receipts is a great tool in case for whatever reason the expense report does not make it to head office.

WE NEED THE EXPENSE STATEMENT WITHIN 10 WORKING DAYS AFTER THE JOB IS OVER, OR WE CANNOT GUARANTEE THAT YOUR EXPENDITURES WILL BE REIMBURSED.