Name:

Trip \#1
Destination:
Travelers:
Departure Date:
Return Date:

Expenses:

| Meals | Number of days on trip Number of travelers |  |
| :---: | :---: | :---: |
|  |  | 4 |
|  | Number of meals per day | 3 |
|  | Cost per meal | 23.00 |
|  | Total Meal Expense | - |
| Travel | Number of KM (roundtrip) |  |
|  | Kilometer rate | 0.68 |
|  | Mileage | - |
| Other | Airfare/ Public Transport/ etc Parking/ Taxis/ Uber Other <br> Total Other Expenses |  |
|  |  |  |
|  |  |  |
|  |  | - |
| ip Expenses |  | - |
| return airfare r of people turn airfare |  | 600 |
|  |  |  |
|  |  | 0 |

The claim is the lowest of the following three amounts:

1. The actual cost of the trip
2. The amount your employer included in Box 32 of your income on your T4
3. The amount of the lowest return airfare from your residence to the nearest designated city (Edmonton)
