

Posting of Expenses Quarter 3

Name:
Title:
Reporting Period: October 1 - Dec 31, 2017

Date of Expense	Amount	Expenses incurred due to job function	Description
25/10/2017	270.19 \$	Table DSP - QC	Via Rail 1 - Train
25/10/2017	8.00 \$	Table DSP - QC	Taxi
26/10/2017	284.41 \$	Table DSP - QC	Hotel
26/10/2017	31.67 \$	Table DSP - QC	Hotel
Total:	594.27 \$		

Expense categories
 Travel - Taxi
 Travel - Parking
 Travel - Airfare
 Travel - Hotel
 Travel - Mileage
 Travel - Meals
 Hospitality

Description
 Off-site meeting
 Conference