



CHEQUE REQUEST

PAY TO:	DATE REQUESTED
ADDRESS:	
	DATE REQUIRED
POSTAL CODE:	

If carpooling, please use the \$.55 line

If travelling alone, please use the \$.35 line

GL CODE	ITEM FOR REIMBURSEMENT	GST	AMOUNT
	# of kilometres X \$.55 =		
	# of kilometres X \$.35 =		
TOTAL			
Description on cheque			
*Reason for travel:			
If you carpoled, please list your passengers:			
Requested by:		Approved by:	

Please Mail

Please Return to Initiator

CHEQUE NUMBER	DATE DISBURSED