

Date Rec'd By ERLC: \_\_\_\_\_

**CONSULTANT INVOICE & EXPENSE CLAIM FORM**

**Please submit monthly**

*Final Invoice & Expense Claim must be received by ERLC no later than **June 15, 2015***

<b>Cheque payable to:</b>	
<b>Mailing Address:</b>	

<b>Total Agreement=\$10,000</b>	<b>Invoice Total=650.00</b>	<b>Balance Left =9,350</b>	
			<b>\$ 650.00</b>
(if applicable) GST Number:			\$
<b>EXPENSES</b> Original receipts are required (not just debit/credit receipts)			
Transportation			\$
Mileage=_____ km @ 50.5¢/km. Travel time over 100km=_____ km @ 50.0¢/km.			\$
Accommodation: As booked by ERLC. If Agreement Holder chooses to book other accommodation, a \$160.00 maximum (taxes included) will be covered.			\$
Meals: Breakfast (\$9.20), Lunch (\$11.60) and Dinner (\$20.75) Up to \$41.55/day – unless provided. These include GST and gratuity. Alcohol will not be reimbursed.			\$
Other (please specify):			\$
<b>PLEASE ALLOW 4 – 6 WEEKS FOR PROCESSING</b>		<b>TOTAL:</b>	<b>\$</b>

Mileage is determined from starting point or from home whichever is less, to the destination.

**EXPENSES APPROVED BY:**

DATE

AGREEMENT HOLDER

THÉRÈSE DECHAMPLAIN-GOOD  
EXECUTIVE DIRECTOR