Saint Mary's University — Expenditure Log

For instructions, **please see** *The Manual of Administrative Policies and Procedures* and the instructions sheet in this file.

Banner ID	**Name**	**Department**	**Phone**
Country		**Currency**	

Date (DD-MMM-YY)	**Description** (provide detailed mileage information)	**Province**	**Transportation** (air, taxi, bus, train, car rental, gas receipts, mileage)		**Accommodations** (room charge & taxes)		**Meals & Per Diem**	**Hospitality** (provide names & purpose)	**Other** (registration fees, telephone)	
			Cost	**GST/HST**	**Cost**	**GST/HST**	**Cost**	**Cost**	**Cost**	**GST/HST**
Grand Total CDN $										
Exchange Rate (Enter rate and attach source documentation.)										
Grand Total Cdn $										

Notes: