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: