

# Hospitality Expense Statement

 Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Extension Number: \_\_\_\_\_

 Electronic Payment  
 Cheque to be Picked Up  
 Mailed to Department

Date	Event/Purpose	Attendees	Cost

Budget Code: \_\_\_\_\_

 GST Rebate 10-00000000-22411 \_\_\_\_\_  
 OHST Rebate 10-00000000-22421 \_\_\_\_\_  
 Total                     

I hereby certify that the above is a correct statement of expenses incurred on University business.

Submitted by: \_\_\_\_\_

Print Name:

Approved by: \_\_\_\_\_

Print Name: