Hospitality Expense Statement

Name: _____   Electronic Payment

Department: _____   Cheque to be Picked Up

Extention Number: _____   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: