Expense Report

British Columbia Hotel Association

Updated: December 2007

200 - 948 Howe Street, Vancouver, BC V6Z 1N9 Tel: 604-681-7164 Fax: 604-681-0843

Date	Description	Meeting Attended	Travel	Accom.	Meals	Other	Expenses Before GST	GST	Total Claim
		Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Accounting Dept Only

General Ledger Code	Amount

Name: _____

Position: _____

Hotel: _____

Date: _____

_____
Signature of Claimant

_____
Approved for Payment