



**NLCSA**  
NORTHERN LAKES COLLEGE  
STUDENTS' ASSOCIATION

## Expense Claim Form NLCSA Meetings 2018-2019

**PLEASE PRINT CLEARLY AND FILL OUT ALL AREAS IN FULL**

MEETING COMMENCES AT 9:00 AM. EXPENSE CLAIM MUST BE FILLED OUT IN FULL, 3 BUSINESS DAYS BEFORE PAYMENT CAN BE ISSUED AT MEETING. CLAIM FORM MUST BE EMAILED BACK FROM STUDENT EMAIL AND FILLED IN FULL FOR PAYMENT.  
PLEASE NOTE: THERE ARE NO ELECTRONIC TRANSFER PAYMENTS

[sa@northernlakescollege.ca](mailto:sa@northernlakescollege.ca)

**CELL: 780-843-5667**

FULL NAME:

\_\_\_\_\_

FULL MAILING ADDRESS:

\_\_\_\_\_

CAMPUS:

NAME OF MEETING: NLCSA

DATE OF MEETING: DECEMBER 19<sup>TH</sup> 2018

LOCATION OF MEETING: SLAVE LAKE CAMPUS A117 MEET ME LINE #3367

**HONORARIUM** NLCSA: \$80.00

TOTAL \$ \_\_\_\_\_ \$80.00\_

TRAVEL FROM WHICH CAMPUS: \_\_\_\_\_ to \_\_\_\_\_

KILOMETERS TRAVELLED \_\_\_\_\_ x (\$0.40) \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

**TOTAL (HONORARIUM + TRAVEL) \$ \_\_\_\_\_**

**ACCOMODATIONS NEEDED? (300 OR MORE km's ONE-WAY TRAVEL)**

**CIRCLE YES OR NO**

**ALL ROOMS ARE NON-SMOKING.**



**PLEASE NOTE: THE ACCOMMODATIONS COME OUT OF NLCSA FUNDS, IN THE EVENT OF AN EMERGENCY OR INABILITY TO KEEP TRAVEL PLANS CONTACT:**

**TREE GENOWISH 780-843-5667**