Schmaltz&Company
Chartered Professional Accountants

TRAVEL IN A PRESCRIBED ZONE

CLIENT NAME: _____

*** Travel must originate in the prescribed zone and you have to have proof of each trip***

*** Allowed 2 trips per person in the household***

*** Must have actual receipts for hotels, etc.-Meals & mileage calculated using simplified method ***

DATE	# of days	DESTINATION	Total km Per Trip	Purpose of Trip	Travellers	Actual Expenses
EX: Jan 1-5	4	Edmonton	1200km	Holiday	Bob & Betty	$150 hotel