1 - Travel Claim Form - Non-OPS - Paul Martin - Pension Asset Expert Panel_scan.pdf

Ontario

Expense (General/Travel) Claim for Non-OPS Employees

Note

Personal information on this form is collected under the authority of the *Ministry of Treasury and Economics Act*, R.S.O. 1990, c.M.37, s. 11 and will be used to assess, verify and monitor eligibility for payment. For information regarding the collection of this information, please contact the financial services unit in your organization where you submit this form.

Only one cost centre per form. Where a tip/gratuity is included in the expense item being claimed, the gratuity/tip must be itemized separately.
Example : Receipt #1 for Lunch: $8.85 plus tax (13%) $1.15 = $10.00 plus tip $1.00. Total receipt #1 = $11.00
Expense item line 1: Lunch. Total Amount = 10.00, Tax Rate = 13%. Tax Amount = 1.15 (calculated), Net Amount = 8.85 (calculated)
Expense item line 2: Tip. Total Amount = 1.00, Tax Rate = 0, Tax Amount = 0.00 (calculated), Net Amount = 1.00 (calculated)

1. Claimant Information

Name of Claimant (Last Name) *	(First Name) *		Middle Initial
Martin	Paul		M
Ministry/Agency *		Telephone Number	
		506 238-5891 ext.	
Address (Street Number and Name, Unit/Apt. Number) *	City/Town *	Province *	Postal Code *
86 Regiment Creek Avenue	Fredericton	NB	E3G 0G3

Purpose of Trip and Nature of Expenses *

Travel expenses to attend Pension Asset Expert Panel meetings in Toronto.

2. Transaction Details

Date (dd/mmm/yyyy)	Particulars: Explain General Expense Items (Destination, time of departure, return and mode of travel)	Account Code: Non-reportable Items $ (533910)	T4A Reportable Items $ (533915)	T4A Reportable Remuneration (547920)	T4 Reportable PTPDA $ (533950)	Kilometres: South Ontario Km's	North Ontario Km's	Receipt Details: Total Amount	Tax Rate % (HST/GST)	Tax Amount	Net Amount	Rec. No.
16/Nov/2016	Air Canada flight departure 17/11/16 return 18/11/16	709.34						709.34	15.00	92.52	616.82	
24/Nov/2016	Westjet departure 3/12/16 return 5/12/2016	260.84						260.84	15.00	34.02	226.82	
06/Dec/2016	Westjet departure 11/12/16 return 13/12/16	617.34						617.34	15.00	80.52	536.82	
28/Dec/2016	Westjet departure 10/01/2017 return 11/01/2017	432.19						432.19	15.00	56.37	375.82	
17/Nov/2016	Chelsea Hotel	149.64						149.64	15.00	19.52	130.12	
04/Dec/2016	Chelsea Hotel	138.04						138.04	15.00	18.01	120.03	
12/Dec/2016	Chelsea Hotel	138.04						138.04	15.00	18.01	120.03	
19/Nov/2016	Fredericton Airport parking	24.00						24.00	15.00	3.13	20.87	
06/Dec/2016	Fredericton Airport parking claimed $24 of $36 charge To Toronto one day early for personal matters	24.00						24.00	15.00	3.13	20.87	
13/Dec/2016	Fredericton Airport parking	24.00						24.00	15.00	3.13	20.87	
17/Nov/2016	UP Express	12.00						12.00	15.00	1.57	10.43	
18/Nov/2016	UP Express	12.00						12.00	15.00	1.57	10.43	

Name of Claimant (Last, First Name)	Name of Approving Official (Last, First Name) (Mandatory)
Martin, Paul M	

Ministry/Agency

(dd/mmm/yyyy)	Explain General Expense Items (Destination, time of departure, return and mode of travel)	Non-reportable Items $ (533910)	T4A Reportable Items $ (533915)	T4A Reportable Remuneration (547920)	T4 Reportable PTPDA $ (533950)	South Ontario Km's	North Ontario Km's	**Total Amount**	Tax Rate % (HST/GST)	Tax Amount	**Net Amount**	Rec. No.
04/Dec/2016	UP Express	12.00						12.00	15.00	1.57	10.43	
05/Dec/2016	UP Express	12.00						12.00	15.00	1.57	10.43	
12/Dec/2016	UP Express	12.00						12.00	15.00	1.57	10.43	
13/Dec/2016	UP Express	12.00						12.00	15.00	1.57	10.43	
13/Dec/2016	Westjet Change to earlier flight on return from Toronto to Fredericton	57.50						57.50	15.00	7.50	50.00	
18/Nov/2016	Meal - Swiss Chalet	20.00						20.00	15.00	2.61	17.39	
04/Dec/2016	Meal - Five Guys	18.73						18.73	15.00	2.44	16.29	
05/Dec/2016	Meal - SSP America	20.00						20.00	15.00	2.61	17.39	
28/Dec/2016	Westjet Depart Jan 10 / 17 Return Jan 11 / 17	432.19						432.19	15.00	56.37	375.82	
11/Jan/2017	TTC - 3 subway tokens Cash - no receipt	8.70						8.70	15.00	1.13	7.57	
17/Nov/2016	TTC - 3 subway tokens Cash - no receipt	8.70						8.70	15.00	1.13	7.57	
05/Dec/2016	TTC - 3 subway tokens Cash - no receipt	8.70						8.70	15.00	1.13	7.57	
11/Jan/2017	UP Express	12.00						12.00	15.00	1.57	10.43	
11/Jan/2017	UP Express	12.00						12.00	15.00	1.57	10.43	
11/Jan/2017	Meal Allowance - supper	22.50						22.50	15.00	2.93	19.57	
10/Jan/2017	Fredericton Airport parking Flight canceled until morning	2.00						2.00	15.00	0.26	1.74	
11/Jan/2017	Fredericton Airport Parking	12.00						12.00	15.00	1.57	10.43	
	Total ►	3,224.45						3,224.45			2,803.87	
						Total Claim Amount ►		$3,224.45				

3. IFIS Account Code – Claim Amount Summary

Claim No.	Claim Date (dd/mmm/yyyy)

Line No.	Ministry (3 digits)	Program (6 digits)	Business Unit (4 characters)	Cost Centre (6 characters)	Account (6 digits)	Initiative (4 digits)	Future Use (4 digits)	Future Use (4 digits)	**Total Amount**	Tax Rate % (HST/GST)	Tax Amount	Net Amount

Name of Claimant (Last, First Name)	Name of Approving Official (Last, First Name) (Mandatory)
Martin, Paul M	
Ministry/Agency	

Line No.	Ministry (3 digits)	Program (6 digits)	Business Unit (4 characters)	Cost Centre (6 characters)	Account (6 digits)	Initiative (4 digits)	Future Use (4 digits)	Future Use (4 digits)	**Total Amount**	Tax Rate % (HST/GST)	Tax Amount	Net Amount
1					533910		0000	0000	$3,224.45	15.00	$420.58	$2,803.87
								Total Claim Amount ▶	**$3,224.45**			

4. Claimant Certification

This is to certify that the above expenses were incurred by me while on Government Business.

Signature of Claimant (Mandatory)

Date (dd/mmm/yyyy)

Please visit www.ontario.ca/directpayment to download the application form to enrol for electronic payment.

5. Approval and Authorization

Name of Approving Official (Last, First Name) (Mandatory)

Title

Telephone Number	Total Claim Amount Approved	Signature (Mandatory)	Date Approved/Authorized (dd/mmm/yyyy)
ext.	$3,224.45		

2 - Paul Martin - Pension Asset Expert Panel - post 2017_scan.pdf

Ontario

Expense (General/Travel) Claim for Non-OPS Employees (Individuals without an 8 Series WIN Number)

Note

For guidance in completing this form refer to the Instructions sheet.

Only one cost centre per form. Where a tip/gratuity is included in the expense item being claimed, the gratuity/tip must be itemized separately.
Example : Receipt #1 for Taxi: $8.85 plus tax (13%) $1.15 = $10.00 plus tip $1.00. Total receipt #1 = $11.00
Expense item line 1: Taxi. Total Amount = 10.00, Tax Rate = 13%. Tax Amount = 1.15, Net Amount = 8.85
Expense item line 2: Tip. Total Amount = 1.00, Tax Rate = 0, Tax Amount = 0.00, Net Amount = 1.00

Fields marked with an asterisk (*) are mandatory.

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1. Payee Information

Name of Payee (Last Name) *	(First Name) *	Middle Initial
Martin	Paul	M

Ministry/Agency *

Ministry/Agency Contact (Last Name) *	(First Name) *	Telephone Number
		506 238-5891 ext.

Mailing Address (Street Number and Name, Unit/Apt. Number) *	City/Town *	Province *	Postal Code *
86 Regiment Creek Avenue	Fredericton	NB	E3G 0G3

Purpose of Trip and Nature of Expenses *

Travel expenses to attend Pension Asset Expert Panel meetings in Toronto.

2. Transaction Details

Date (dd/mmm/yyyy)	Particulars: Explain General Expense Items (Destination, time of departure, return and mode of travel)	Account Code: Non-reportable Items $ (533910)	T4A Reportable Items $ (533915)	T4A Reportable Remuneration (547920)	T4 Reportable PTPDA $ (533950)	Kilometres: South Ontario Km's	North Ontario Km's	Meals: Attendees (Number)	Receipt Details: Total Amount	Tax Rate (HST/GST)	Tax Amount	Net Amount	Rec. No.
11/Jan/2017	TTC - 3 subway tokens. Cash - No receipt	8.70							8.70	13.0%	1.00	7.70	
11/Jan/2017	UP Express - Airport to Union Station	12.00							12.00	13.0%	1.38	10.62	1
11/Jan/2017	UP Express - Union Station to Airport	12.00							12.00	13.0%	1.38	10.62	2
11/Jan/2017	Meal Allowance - Dinner	22.50							22.50	13.0%	2.59	19.91	
10/Jan/2017	Fredericton Airport	2.00							2.00	15.0%	0.26	1.74	4
11/Jan/2017	Fredericton Airport Parking	12.00							12.00	15.0%	1.57	10.43	3
	Total ▶	69.20							69.20		8.18	61.02	
								Total Claim Amount ▶	$69.20				

3. IFIS Account Code – Claim Amount Summary

Claim Number

Claim Date (dd/mmm/yyyy)

Line No.	Ministry (3 digits)	Program (6 digits)	Business Unit (4 characters)	Cost Centre (6 characters)	Account (6 digits)	Initiative (4 digits)	Future Use (4 digits)	Future Use (4 digits)	Total Amount	Tax Rate (HST/GST)	Tax Amount	Net Amount
1	034	340401	0000	985500	533910		0000	0000	$55.20	13.0%	$6.35	$48.85
2	034	340401	0000	985500	533910		0000	0000	$14.00	15.0%	$1.83	$12.17
								Total ▶	$69.20		$8.18	$61.02
								Total Claim Amount ▶	$69.20			

Name of Payee (Last Name, First Name)	Name of Approving Official (Last, First Name) (Mandatory)
Martin, Paul M	

Ministry/Agency

4. Payee Certification

This is to certify that the above expenses were incurred by me while on Government Business.

Signature of Payee (Mandatory)	Date (dd/mmm/yyyy)	Please visit www.ontario.ca/directpayment to download the application form to enrol for electronic payment.
	07/Mar/2017	

5. Approval and Authorization

Name of Approving Official (Last, First Name) *	Title

Telephone Number	Total Claim Amount Approved	Signature *	Date Approved/Authorized (dd/mmm/yyyy)
ext.	$69.20		

2 - Paul Martin - Pension Asset Expert Panel - pre 2017_scan.pdf

Ontario

Expense (General/Travel) Claim for Non-OPS Employees

Note

Personal information on this form is collected under the authority of the *Ministry of Treasury and Economics Act*, R.S.O. 1990, c.M.37, s. 11 and will be used to assess, verify and monitor eligibility for payment. For information regarding the collection of this information, please contact the financial services unit in your organization where you submit this form.

Only one cost centre per form. Where a tip/gratuity is included in the expense item being claimed, the gratuity/tip must be itemized separately.

Example : Receipt #1 for Lunch: $8.85 plus tax (13%) $1.15 = $10.00 plus tip $1.00. Total receipt #1 = $11.00

Expense item line 1: Lunch. Total Amount = 10.00, Tax Rate = 13%. Tax Amount = 1.15 (calculated), Net Amount = 8.85 (calculated)

Expense item line 2: Tip. Total Amount = 1.00, Tax Rate = 0, Tax Amount = 0.00 (calculated), Net Amount = 1.00 (calculated)

1. Claimant Information

Name of Claimant (Last Name) *	(First Name) *	Middle Initial
Martin	Paul	M

Ministry/Agency *	Telephone Number
	506 238-5891 ext.

Address (Street Number and Name, Unit/Apt. Number) *	City/Town *	Province *	Postal Code *
86 Regiment Creek Avenue	Fredericton	NB	E3G 0G3

Purpose of Trip and Nature of Expenses *

Travel expenses to attend Pension Asset Expert Panel meetings in Toronto.

2. Transaction Details

Date	Particulars	Account Code				Kilometres		Receipt Details				
(dd/mmm/yyyy)	Explain General Expense Items (Destination, time of departure, return and mode of travel)	Non-reportable Items $ (533910)	T4A Reportable Items $ (533915)	T4A Reportable Remuneration (547920)	T4 Reportable PTPDA $ (533950)	South Ontario Km's	North Ontario Km's	**Total Amount**	Tax Rate % (HST/GST)	Tax Amount	**Net Amount**	Rec. No.
16/Nov/2016	Air Canada flight Departure - 17/11/16 Return - 18/11/16	709.34						709.34	14.92	92.09	617.25	1
24/Nov/2016	Westjet Departure - 3/12/16 Return - 5/12/16	260.84						260.84	14.78	33.59	227.25	2
06/Dec/2016	Westjet Departure - 11/12/16 Return - 13/12/16 Weather delay to 12/12/16	617.34						617.34	14.91	80.10	537.24	3
28/Dec/2016	Westjet Departure - 10/01/17 Return - 11/01/17 Weather delay to 11/01/17	432.19						432.19	14.87	55.95	376.24	4
17/Nov/2016	Chelsea Hotel	149.64						149.64	13.00	17.22	132.42	5
04/Dec/2016	Chelsea Hotel	138.04						138.04	13.00	15.88	122.16	6
12/Dec/2016	Chelsea Hotel	138.04						138.04	13.00	15.88	122.16	7
13/Dec/2016	Fredericton Airport Parking	24.00						24.00	15.00	3.13	20.87	8
19/Nov/2016	Fredericton Airport Parking	24.00						24.00	15.00	3.13	20.87	9
06/Dec/2016	Fredericton Airport Parking Claim $24 of $36 charge. To Toronto one day early for personal matters	24.00						24.00	15.00	3.13	20.87	10
17/Nov/2016	UP Express - Airport to Union Station	12.00						12.00	13.00	1.38	10.62	11

Name of Claimant (Last, First Name)	Name of Approving Official (Last, First Name) (Mandatory)
Martin, Paul M	
Ministry/Agency	

(dd/mmm/yyyy)	Explain General Expense Items (Destination, time of departure, return and mode of travel)	Non-reportable Items $ (533910)	T4A Reportable Items $ (533915)	T4A Reportable Remuneration (547920)	T4 Reportable PTPDA $ (533950)	South Ontario Km's	North Ontario Km's	**Total Amount**	Tax Rate % (HST/ GST)	Tax Amount	**Net Amount**	Rec. No.
18/Nov/2016	UP Express - Union to Airport	12.00						12.00	13.00	1.38	10.62	12
13/Dec/2016	UP Express - Union to Airport	12.00						12.00	13.00	1.38	10.62	13
12/Dec/2016	UP Express - Airport to Union	12.00						12.00	13.00	1.38	10.62	14
05/Dec/2016	UP Express - Union to Airport	12.00						12.00	13.00	1.38	10.62	15
04/Dec/2016	UP Express - Airport to Union	12.00						12.00	13.00	1.38	10.62	16
05/Dec/2016	SSP America	20.00						20.00	13.00	2.30	17.70	17
18/Nov/2016	Swiss Chalet	20.00						20.00	13.00	2.30	17.70	18
04/Dec/2016	Five Guys	18.73						18.73	13.00	2.15	16.58	19
17/Nov/2016	TTC Tokens	8.70						8.70	13.00	1.00	7.70	20
05/Dec/2016	TTC Tokens	8.70						8.70	13.00	1.00	7.70	20
13/Dec/2016	Westjet - Change to earlier flight - Panel concluded early - Toronto to Fredericton	57.50						57.50	15.00	7.50	50.00	21
	Total ▶	2,723.06						2,723.06			2,378.42	
							Total Claim Amount ▶	$2,723.06				

3. IFIS Account Code – Claim Amount Summary

Claim No. | Claim Date (dd/mmm/yyyy)

Line No.	Ministry (3 digits)	Program (6 digits)	Business Unit (4 characters)	Cost Centre (6 characters)	Account (6 digits)	Initiative (4 digits)	Future Use (4 digits)	Future Use (4 digits)	**Total Amount**	Tax Rate % (HST/GST)	Tax Amount	Net Amount
1	034	340401	0000	985500	533910		0000	0000	$709.34	14.92	$92.09	$617.25
2	034	340401	0000	985500	533910		0000	0000	$260.84	14.78	$33.59	$227.25
3	034	340401	0000	985500	533910		0000	0000	$617.34	14.91	$80.10	$537.24
4	034	340401	0000	985500	533910		0000	0000	$432.19	14.87	$55.95	$376.24
5	034	340401	0000	985500	533910		0000	0000	$573.85	13.00	$66.02	$507.83
6	034	340401	0000	985500	533910		0000	0000	$129.50	15.00	$16.89	$112.61
							Total Claim Amount ▶		$2,723.06			

4. Claimant Certification

This is to certify that the above expenses were incurred by me while on Government Business.

Signature of Claimant (Mandatory)

Date (dd/mmm/yyyy)
07/Mar/2017

Please visit www.ontario.ca/directpayment to download the application form to enrol for electronic payment.

Name of Claimant (Last, First Name)	Name of Approving Official (Last, First Name) (Mandatory)
Martin, Paul M	

Ministry/Agency

5. Approval and Authorization

Name of Approving Official (Last, First Name) (Mandatory)	Title

Telephone Number	Total Claim Amount Approved	Signature (Mandatory)	Date Approved/Authorized (dd/mmm/yyyy)
ext.	$2,723.06		

3 - Email - March 13 2017 - RE_ Expense report coding_.pdf

From: Martin, Paul (TB/CT)
To: Tam, Nelson (TBS)
Subject: RE: Expense report coding?
Date: March-13-17 2:47:21 PM
Attachments: image001.png

Thx.

From: Tam, Nelson (TBS) [mailto:Nelson.Tam@ontario.ca]
Sent: Monday, March 13, 2017 3:44 PM
To: Martin, Paul (TB/CT)
Subject: RE: Expense report coding?

Paul

Use the first column – Non-reportable items. Please use the attached form. Remember – 13% for expenses in Ontario, 15% for NB. You may want to adjust your airfare tax % to match what is on the invoice. I noticed it is usually a bit lower than the 15%.

Thanks

Nelson
416-212-0514

From: Martin, Paul (TB/CT) [mailto:Paul.Martin@gnb.ca]
Sent: March-13-17 2:36 PM
To: Tam, Nelson (TBS)
Subject: Expense report coding?

Hi Nelson,
Putting my expense report together.
Can you advise what IFIS account coding I should be using?
Or should I leave it for you to complete?
Thanks,
Paul

Paul Martin, FCPA, FCA
Comptroller/Contrôleur
Office of the Comptroller/Bureau du contrôleur
Treasury Board/Conseil du Trésor

Phone / Téléphone (506) 238-5891
Fax / Télécopieur (506) 457-6878
E-mail / Courriel: paul.martin@gnb.ca
www.gnb.ca

image001.pdf

New Nouveau Brunswick
CANADA

4 - Email - March 13 2017 - RE_ Expense report coding_.pdf

From: Martin, Paul (TB/CT)
To: Tam, Nelson (TBS)
Subject: RE: Expense report coding?
Date: March-13-17 3:10:59 PM
Attachments: image001.png

Thanks.

Paul

From: Tam, Nelson (TBS) [mailto:Nelson.Tam@ontario.ca]
Sent: Monday, March 13, 2017 4:07 PM
To: Martin, Paul (TB/CT)
Subject: RE: Expense report coding?

Paul

It looks fine.

Send your invoices in.

Thanks

Nelson

From: Martin, Paul (TB/CT) [mailto:Paul.Martin@gnb.ca]
Sent: March-13-17 2:58 PM
To: Tam, Nelson (TBS)
Subject: RE: Expense report coding?

Hi Nelson,

Expense report attached.

Please advise if any revisions I should make before signing and sending to you.

Thanks,

Paul

From: Tam, Nelson (TBS) [mailto:Nelson.Tam@ontario.ca]
Sent: Monday, March 13, 2017 3:44 PM
To: Martin, Paul (TB/CT)
Subject: RE: Expense report coding?

Paul

Use the first column – Non-reportable items. Please use the attached form. Remember – 13% for expenses in Ontario, 15% for NB. You may want to adjust your airfare tax % to match what is on the invoice. I noticed it is usually a bit lower than the 15%.

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416-212-0514

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Sent: March-13-17 2:36 PM
To: Tam, Nelson (TBS)
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Paul

Paul Martin, FCPA, FCA
Comptroller/Contrôleur
Office of the Comptroller/Bureau du contrôleur
Treasury Board/Conseil du Trésor

Phone / Téléphone (506) 238-5891
Fax / Télécopieur (506) 457-6878
E-mail / Courriel: paul.martin@gnb.ca
www.gnb.ca

New Nouveau Brunswick CANADA

image001_1.pdf

New Nouveau
Brunswick
CANADA

4- Travel Claim Form - Non-OPS - Paul Martin - March 13 2017 - Pension Asset Expert Panel_scan.pdf

Ontario

Expense (General/Travel) Claim for Non-OPS Employees (Individuals without an 8 Series WIN Number)

Note

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Expense item line 1: Taxi. Total Amount = 10.00, Tax Rate = 13%. Tax Amount = 1.15, Net Amount = 8.85
Expense item line 2: Tip. Total Amount = 1.00, Tax Rate = 0, Tax Amount = 0.00, Net Amount = 1.00

Fields marked with an asterisk (*) are mandatory.

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1. Payee Information

Name of Payee (Last Name) *	(First Name) *	Middle Initial
Martin	Paul	M

Ministry/Agency *
Treasury Board

Ministry/Agency Contact (Last Name) *	(First Name) *	Telephone Number
Tam	Nelson	416 212-0514 ext.

Mailing Address (Street Number and Name, Unit/Apt. Number) *	City/Town *	Province *	Postal Code *
86 Regiment Creek Avenue	Fredericton	NB	E3G 0G3

Purpose of Trip and Nature of Expenses *

Pension Asset Expert Panel - travel to attend meeting in Toronto

2. Transaction Details

Date (dd/mmm/yyyy)	Particulars: Explain General Expense Items (Destination, time of departure, return and mode of travel)	Account Code: Non-reportable Items $ (533910)	T4A Reportable Items $ (533915)	T4A Reportable Remuneration (547920)	T4 Reportable PTPDA $ (533950)	Kilometres: South Ontario Km's	North Ontario Km's	Meals: Attendees (Number)	Receipt Details: Total Amount	Tax Rate (HST/GST)	Tax Amount	Net Amount	Rec. No.
01/Mar/2017	Air Canada depart March 6 return March 7	816.29							816.29	14.9%	106.04	710.25	
06/Mar/2017	UP Train	12.00							12.00	13.0%	1.38	10.62	
07/Mar/2017	UP Train	12.00							12.00	13.0%	1.38	10.62	
06/Mar/2017	Dinner - meal allowance	22.50							22.50	13.0%	2.59	19.91	
07/Mar/2017	Dinner - meal allowance	22.50							22.50	13.0%	2.59	19.91	
07/Mar/2017	Airport parking	24.00							24.00	15.0%	3.13	20.87	
07/Mar/2017	Holiday Inn - accomodations	196.05							196.05	13.0%	22.55	173.50	
	Total ▶	1,105.34							1,105.34		139.66	965.68	

Total Claim Amount ▶ **$1,105.34**

3. IFIS Account Code – Claim Amount Summary

Claim Number

Claim Date (dd/mmm/yyyy)

Line No.	Ministry (3 digits)	Program (6 digits)	Business Unit (4 characters)	Cost Centre (6 characters)	Account (6 digits)	Initiative (4 digits)	Future Use (4 digits)	Future Use (4 digits)	Total Amount	Tax Rate (HST/GST)	Tax Amount	Net Amount
1					533910		0000	0000	$816.29	14.9%	$105.85	$710.44
2					533910		0000	0000	$265.05	13.0%	$30.49	$234.56
3					533910		0000	0000	$24.00	15.0%	$3.13	$20.87

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Name of Payee (Last Name, First Name)	Name of Approving Official (Last, First Name) (Mandatory)
Martin, Paul M	

Ministry/Agency
Treasury Board

Line No.	Ministry (3 digits)	Program (6 digits)	Business Unit (4 characters)	Cost Centre (6 characters)	Account (6 digits)	Initiative (4 digits)	Future Use (4 digits)	Future Use (4 digits)	**Total Amount**	Tax Rate (HST/GST)	Tax Amount	**Net Amount**
								Total ▶	$1,105.34		$139.48	$965.86
								Total Claim Amount ▶			$1,105.34	

4. Payee Certification

This is to certify that the above expenses were incurred by me while on Government Business.

Signature of Payee (Mandatory)	Date (dd/mmm/yyyy)

Please visit www.ontario.ca/directpayment to download the application form to enrol for electronic payment.

5. Approval and Authorization

Name of Approving Official (Last, First Name) *	Title

Telephone Number	Total Claim Amount Approved	Signature *	Date Approved/Authorized (dd/mmm/yyyy)
ext.	$1,105.34		