Law Society of Ontario | Barreau de l'Ontario

RESET

# EXPENSE REPORT

*Please download this form into Adobe/pdf to complete and sign electronically.*

| REIMBURSEMENT PAYABLE TO: | EXPENSES INCURRED FROM: TO: |
|---|---|
| EXPENSES INCURRED BY: | PLEASE SEE RELEVANT POLICIES AND/OR PROCEDURES FOR CLAIMING EXPENSES<br>AMOUNTS CLAIMED MUST BE SUPPORTED BY ORIGINAL DETAILED RECEIPTS |
| ADDRESS OF PAYEE: | |

| DATE OF EXPENSE | REASON FOR EXPENSE | # of KM | KILOMETRAGE @ $0.64/KM | TRAVEL (INCL. PARKING) | ACCOMMODATION | MEALS | MISC. ITEMS | TOTAL (INCL. TAXES) |
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| | TOTAL INCLUDING TAXES | | | | | | | |
| | TAXES ELIGIBLE FOR ITC (OFFICE USE ONLY) | | | | | | | |

| PROJECT | ACTIVITY | COST CODE | G/L ACCOUNT | AMOUNT |
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| LESS ADVANCES RECEIVED | |
| NET OWED TO LAW SOCIETY | |
| NET BALANCE CLAIMED | |

I CERTIFY THAT THE ABOVE IS A CORRECT STATEMENT OF MY EXPENSES INCURRED IN PERFORMING LAW SOCIETY BUSINESS

| SIGNATURE | DATE | APPROVED | DATE: |
|---|---|---|---|
| | 2026-04-13 | | |