

	NSAWA Expense Report	Approved: January, 2024	Up for review: May, 2026
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Nature of WNS business	
Date	Signature

ITINERARY AND TRAVEL EXPENSES (ATTACH RECEIPTS)

Date	Payee	Departure Location	Arrival Location	# KM	0.40/km	Total \$ KM	Parking	Total

OTHER EXPENSES (ATTACH RECEIPTS)

SUMMARY

Date	Nature of Expense	Amount		Item	Code	Amount	
		\$					\$
		\$					\$
		\$					\$
		\$			Less Expenses		\$
		\$			Less: Advances		\$
					Amount Due		

CERTIFICATION AND APPROVAL

Certified that all expenses claimed were incurred on behalf of WNS; Approval (Board Member name, signature, and date required):
