

CANADIAN PACIFIC RAILWAY

US ENGINEERING SERVICES PERSONAL EXPENSE REPORT

PAGE _____ OF _____

Name (last, first, mi) _____ Employee # _____ Home Cost Center _____ Network # or Order # / Activity # _____

Home Address (street, city, state, zip code) _____ HQ Location/Crew _____

Table with columns: DATE, EXPLANATION, MEALS (Breakfast, Lunch, Dinner), DAILY MEALS TOTAL, HOTEL, CLC (non-reimb), CAMPER, MISC (requires explanation), PERSONAL VEHICLE (# MILES, TOTAL \$), SOO WEEKEND/DH RULE 21, Exp Type

THE INFORMATION ON THIS FORM ARE ACTUAL EXPENSES INCURRED IN THE BUSINESS OF CANADIAN PACIFIC RAILWAY OR ALLOWANCES TO WHICH I AM LEGITIMATELY ENTITLED PAGE TOTAL: _____

EMPLOYEE SIGNATURE _____ DATE _____ SUPERVISOR SIGNATURE / DATE _____ SUPERVISOR EMPLOYEE ID# _____ GRAND TOTAL (TOTAL ALL PAGES) _____