



Legal Education
Society of Alberta

EXPENSE CLAIM FORM

To: Legal Education Society of Alberta
2610 - 10104 103 Avenue
Edmonton, AB T5J 0H8
Attention: Accounting Department

NAME: _____

SEMINAR NAME: _____

SEMINAR CODE: _____

Date	Description	Amount
	Travel*	
	Taxi/Parking	
	Hotel*	
	Meals*	
	Photocopying (maximum of \$.03 per page)	
	Other (please specify)	
	<i>(Please include receipts with claim)</i>	
Total Claim		

* Applicable items as set out on the expense claim policy.

Please provide reimbursement cheque payable to: My firm Me personally

Name: _____ Firm: _____

Address: _____

Phone: _____ Fax: _____

G.S.T. Registration No (if applicable): _____

Signature: _____ Date: _____



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EXPENSE CLAIM POLICY

- ✓ Overnight accommodation, if required for seminar
- ✓ Travel to seminar site:
 - Economy air fare
 - Mileage at \$0.55 per kilometer for out-of town travel only
- ✓ Reasonable meal expenses (if not provided at seminar):
 - Breakfast: \$15.00
 - Lunch: \$20.00
 - Dinner: \$40.00

LESA will print and copy all seminar materials that are submitted by the course materials deadline.

Please contact us by email at materials@lesa.org or by phone at 780.420.1987 if you have any unusual requirements, and we will try our best to accommodate your requests.