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)	Job Title	☐ Non Headquartered	☐ HQ Location/Crew

DATE	EXPLANATION	MEALS							PERSONAL VEHICLE				
___ MO ___ YR	(LOCATION, BUSINESS REASON FOR EXPENSE, TRAVEL, ETC.) ALL EXPENSES MUST BE DOCUMENTED PER US POLICY	Breakfast	Lunch	Dinner	DAILY MEALS TOTAL	298 AWARD	HOTEL	CLC (non-reimb)	CAMPER	MISC (requires explanation)	# MILES	TOTAL $	SOO WEEKEND/ DH RULE 21