[Nom de l’entreprise]

[Adresse] Téléphone : [numéro]

Télécopieur : [numéro]

Courriel : [adresse]

## Compte de frais

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nom | | | | | | | | |  | | | | | | | | |  | | | |
| Numéro d’assurance sociale | | | | | | | | |  | | | | | | | | |  | | | |
| Lieu de travail | | | | | | | | | Téléphone | | | | | | |  | |  | | | |
| Domicile | | | | | | | | |  | | | | | | | | |  | | | |
| Fonction | | | | | | | Service ou direction | | | | | | | | |  | |  | | | |
| Moyen de transport | | | | | | | | | | | | | | | | | |  | | | |
|  | | | | | |  | | | | | | | | | | | |  | | | |
| Raison du déplacement | | | | | |  | | | | | | | | | | | |  | | | |
|  | | | | | |  | | | | | | | | | | | |  | | | |
| Lieu | | | | | | Date du déplacement | | | | | | | | | |  | |  | | | |
| Début |  | |  |  | |  | | | | | Fin | |  | |  | | |  | |  | |
| Année | | Mois | | | Jour | Année | | | | | | | | Mois | | | | | Jour | | |
| Distance parcourue | | | | | |  | | | | | | | | | | | | |  | | |
|  | | | | | | km x | | | | | | $ | | | | | = |  | | | $ |
| Stationnement | | | | | |  | | | | | | | | | | |  | | | | |
| Taxi ou transport en commun | | | | | |  | | | | | | | | | | |  | | | | |
| Repas | | | | | |  | | | | | | | | | | |  | | | | |
| Hébergement | | | | | |  | | | | | | | | | | |  | | | | |
| Forfait quotidien | | | | | |  | | | | | | | | | | |  | | | | |
| Frais divers | | | | | |  | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | Total | | | | | | |  | | | | |
|  | | | | | | | | | | Avance reçue | | | | | | |  | | | | |
|  | | | | | | | | | | Somme demandée | | | | | | |  | | | | |
|  | | | | | | | | | |  | | | | | | |  | | | | |
| Signature de la personne qui fait la demande | | | | | | | | Signature du ou de la gestionnaire | | | | | | | | |  | | | | |
| Date | | | | | | | | Date | | | | | | | | |  | | | | |