

PSIC Trainer Expenses Form Version 2026 v1



INSTRUCTIONS

1. Complete all required fields marked with *.
2. When the form is complete, click Validate form to check the information.
3. Click the appropriate Highlight filename button, then press Ctrl+C to copy.
4. Use this exact file name when you save the completed form (File > Save As).
5. Email the saved PDF to mark@psic.pro. Subject line same as file name.
6. Combine all receipts into a single PDF file and use the receipts file name shown below for the attachment file name.

Trainer information

Name *

Invoice #

Email *

Course information

Resort *

Province *

Course *

Course start date *

Click in the date field for the date picker arrow

Traveling LPT per diem

NOTE: No per diem paid at home resort.

Number of days

Rate: 75

Per diem total

Mileage kilometers (0.71 per km)

NOTE: No travel expense paid at home resort.

Total kilometers

Mileage total

Other expenses: Hotel, air etc.

Receipts required. GST / HST must be itemized. No expense paid without receipts.

Description / explanation

Amount before tax

GST / HST

Total

Subtotal (before Tax)

GST / HST total

Other expenses total

Grand total

Total expenses

File name and email subject line to use (required naming)

You must use this file name when you save the completed form (Save As). This is also the file name and email subject line.

Click Highlight expenses filename, then press Ctrl+C to copy

Receipts PDF file name (for attached receipts)

Attach a single PDF that contains all receipts for this expense claim. Use the file name shown below.

Highlight receipts filename, then press Ctrl+C to copy