



2023-2024 TRAVEL EXPENSE FORM
To ensure payment please submit no later than June 18, 2024

Name: _____ School: _____

Date	Committee, Group, etc.	FROM	TO	TO	Round trip (in km)	Chairperson's initials
<i>(total km and multiply by .68 to get reimbursal amount effective Jan. 1/23)</i>					Total km:	\$

Other expenditures (eg. parking, bus, etc.)

Date	Committee, group, etc.	Particulars	Amount
Total other expenditures:			\$

REIMBURSEMENT SUMMARY	
Mileage Reimbursement	\$
Other expenditure Reimbursement	\$
TOTAL REIMBURSEMENT	\$

FOR OFFICE USE ONLY

Account to be charged: Travel Expense, #5418

Cheque # _____ Payment made date: _____

Amount: \$ _____ Treasurer: _____

TRAVEL EXPENSE FORM

Criteria and Instructions

Policy

That all members attending Unit business/meetings be paid a travel allowance.

Procedure

1. The Unit Treasurer is responsible for the approval of claims.
2. Committee Chairpersons shall be responsible for the distribution of travel allowance claim forms and the inclusion of attendance and location in meeting minutes.
3. The Treasurer shall be responsible for the distribution of travel allowance claim forms to Executive Council members and all Officers of the Unit and Branch Affiliates.
4. Travel claims may be made for the trip from one's place of work or one's place of residence to the meeting place and the subsequent trip home.
5. Travel allowance will be paid in June. **The latest date to submit your mileage in order to receive reimbursement is the day after the last Association Rep meeting.**
6. That the Release Officers and the Office Manager be reimbursed on a monthly basis.
7. The individual is responsible for submitting claims as per the procedures.