

2023-2024 TRAVEL EXPENSE FORM

To ensure payment please submit no later than June 18, 2024

Name:		School:				
Date	Committee, Group, etc.	FROM	ТО	ТО	Round trip (in km)	Chairperson's initials
(total km and multiply by .68 to get reimbursal amount) effective Jan. 1/23, .70 effective Jan 1/24				Total km:		\$
	penditures (eg. pa					
Date	Committee, group, et	tc. Particulars Amount REIMBURSEMENT SUM		ENT SUMM	ARY	
				Mileage Reimbursement \$		

FOR OFFICE USE ONLY Account to be charged: Travel Expense, #5418 Cheque #	Dayment made date
cneque #	Payment made date:
Amount: \$	Treasurer:

Total other expenditures:

Other expenditure Reimbursement \$

TOTAL REIMBURSEMENT | \$

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.