

REIMBURSEMENT FOR EXPENSES

MILEAGE: _____ KMS @ x 0.505 CENTS/KM = _____ \$

TRAVEL EXPENSES: *

Breakfast	\$	
Lunch	\$	
Dinner	\$	
Accommodations	\$	
Airfare	\$	
Incidentals	\$	
Parking	\$	
Transportation	\$	
Other	\$	
		TOTALS \$ _____

I, _____
 (your name)

certify that the above travel expenses were incurred for my attendance at the
 _____ meeting on _____
 (meeting description) (date)

OTHER PRE-APPROVED EXPENSES:

Description: _____ \$ _____
 _____ \$ _____
 _____ \$ _____ **TOTALS \$** _____

TOTAL CLAIMED \$ _____

Make cheque payable to:

Name: _____
 Address: _____
 City/Town: _____ Postal Code: _____

Signature: _____ **Date:** _____

* For allowable travel expense rates, see page 2.

REIMBURSEMENT OF EXPENSES PROCEDURES

These guidelines must be read and applied in conjunction with the following policies:

- Reimbursement of Expenses Policy
- Finance Policy

Allowable Travel Expenses

Reimbursable Expense	Expense Details	Allowance without Receipt	Reimbursement with Receipt
Air fare	<ul style="list-style-type: none"> • Itemized ticket receipt required • Baggage fees for one checked bag unless pre-approved for additional bags • May secure advanced seat selection 	N/A	Actual fares, baggage fee and seat selection fee paid
Accommodations	<ul style="list-style-type: none"> • Limited to a standard single occupancy rate in a business class hotel or whatever class of available accommodation is the most reasonable or most efficient 	\$20.15 per day	Actual expense, itemized receipt required
Private vehicle	<ul style="list-style-type: none"> • Mileage 	\$.505 per kilometer	N/A
Vehicle rental	<ul style="list-style-type: none"> • Limited to compact, mid-size, full-size or SUV depending on justifiable need 	N/A	Actual cost of rental fees, km charges, fuel charges, and insurance coverage
Ground transportation	<ul style="list-style-type: none"> • E.g. public transit, taxi, ride share service, train 	N/A	Actual cost of fare paid plus gratuity of up to 20% if applicable
Meals	<ul style="list-style-type: none"> • Claim either allowance or actual expense • Meal allowances will not be reimbursed when included with airfare, train fare and/or registration/conference fees 	Breakfast \$9.20 Lunch \$11.60 Dinner \$20.75	Actual cost of meals, excluding alcoholic beverages, plus gratuity of up to 20%
Incidentals	<ul style="list-style-type: none"> • Incidentals can include newspaper, phone calls, laundry/dry cleaning, metered parking • Claimed in CAD currency only 	\$12.75 per day	N/A
Hosting	<ul style="list-style-type: none"> • Itemized receipt to include date and purpose of event, company/institution hosted and names of attendees 	N/A	Actual cost, excluding alcoholic beverages, plus gratuity of up to 20%
Parking	<ul style="list-style-type: none"> • Metered parking may be claimed as incidental if receipt not available 	N/A	Actual expense

TAL encourages that the most cost-effective mode of transportation be used.

Approved: September 25, 2020 by the CEO
 Revised: September 25, 2020 by Management
 - July 15, 2019 – Guidelines
 Reviewed: