



Cheque# & Date

Cheque Payable To: (Claimant's Name)		Phone:	Email:
Mailing Address:			
Start: (dd-mm-yy)		End: (dd-mm-yy)	
Destination: (City & Country/Purpose)			

Please submit receipts.

Transportation:	Amount Claimed
Air Fare	_____
Ground transportation	_____
To airport:	_____
To hotel:	_____
From hotel:	_____
From airport:	_____
OR Use of personal vehicle @\$0.38/kms used: _____	0.00
OR Bus fare to/from _____	_____
Accommodation:	_____
Meals/Per Diem: not covered by workshop /conference attendance	_____
Subtotal	0.00
Subtract:	_____
Room charges, phone calls, etc. are your responsibility	_____
Advance _____	_____
Total Requested:	0.00

Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:

a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at \$0.38/km;

b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;

c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;

d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast \$8.00