

Towards Universal Early Care and Learning in BC November 15 – 16, 2017
Instructions for the completion of Travel Expense Claim Form

This form should be completed and signed by the non-government attendee after the above meeting. Once completed, attach original receipts for travel expenses and mail to address below. The Spending Authority section of this form will be completed and signed by MCFD staff and the original will be forwarded to CAS Accounts for reimbursement.

Transportation: Use of personal car (mileage allowance of \$0.53/km)

Other Transportation Costs: Airfare, Taxi, Bus, Ferry (attach original receipts)

Meal Costs:	Breakfast only (B)	\$12.00	B & L	\$25.80
	Lunch only (L)	\$13.80	L & D	\$37.05
	Dinner only (D)	\$23.25	B & D	\$35.25
	Claiming for the Full Day	\$49.05		

Breakfast may be claimed if travel starts before 7:00 a.m.

Meals may be claimed only if not provided at event.

Dinner may be claimed if travel ends after 6:00 p.m.

Accommodation Limits:

Attendees are to pay for and submit original receipts for hotel accommodation. Please note that incidentals will not be reimbursed. Meals on the hotel invoice should be subtracted from the claimed accommodation expenses, as members are reimbursed for meals through the per diem detailed above. Members may use private accommodation (friend or family) instead of commercial accommodation and claim the private accommodation allowance of \$30.00 per night (no receipt is required).

Miscellaneous: Parking, one five-minute long distance call home/day, airport improvement fees (attach original receipts)

Child Care Expenses – up to \$50.00 per day with the submission of a receipt

Mail completed form and all receipts **within two weeks** to:

Jo Nam

UBC Interprofessional Continuing Education

Rm. 105-2194 Health Sciences Mall, Vancouver, BC V6T 1Z3

IMPORTANT NOTE: If the reimbursement is NOT being paid to the individual but to the agency they represent, GST must be deducted before filling out the expense claim form.