

Travel Expense Claim Form

Effective May 1, 2017 to April 30, 2018

Complete the expense claim form in accordance with the following:

- 1) All expenses claimed except mileage and gratuities must be submitted with **valid** vendor (NOT credit card) receipts. See definition of valid receipts on next page.
- 2) All expenditures for a single trip (cash, personal credit card, CSHP Diners Club/MasterCard) are to be included on a single form.
- 3) PLEASE refer to Expense Claim Guidelines (see page 2 of this form) for definition of ECONOMY airfare.
- 4) Submit your claim within 30 days of the event, or prior to the end of the fiscal year if that is earlier. The completed Expense Claim Form with valid receipts can be sent to the CSHP Finance Administrator by mail, fax OR scanned and e-mailed to finance@cshp.ca

Name: _____

Address: _____

Street Number, Street, P.O. Box

City

Province

Postal Code

Reason for Expenditure: _____

Date: _____

Expense Details	Amount
Transportation _____	\$ _____
Mileage (50.05 cents per km) _____	\$ _____
Taxi, Parking, etc. (+ gratuities) _____	\$ _____
Accommodation _____	\$ _____
Meals (\$81.15 per day max+ gratuities) _____	\$ _____
Internet Access and Phone _____	\$ _____
Other _____	\$ _____
Total Expenses:	\$ _____
Reimbursable Expenses:	\$ _____
Less Cash Advance:	\$ _____
Balance Due/Owing:	\$ _____

(Signature of Traveller)

(Date)

(Approved by)

(Date)

Expense Claim Guidelines

Receipts

- All expenses except mileage and tips must be supported by original receipts. **Valid receipts** are cash register or equivalent receipts provided by the vendor, **NOT** credit card receipts. If a valid receipt is not available, a written explanation of the expense or a photocopy of the receipt may be accepted, at the discretion of the CSHP Finance Administrator.
- Expenses incurred for spouses or other travelling companions must be clearly identified on all receipts.
- When the expenses for more than one individual are included on a receipt, all individuals must be identified by name (and organization if not CSHP) on the reverse side of the receipt along with the meeting name or reason for the expense.
- CSHP will not reimburse charges levied in error.

Transportation

- The maximum allowable expense is return **economy** airfare (including assigned *standard* seating and one checked bag). Transportation by bus, train or car, including personal or rental car, is subject to this maximum for reimbursement.
- **Economy** airfare is the lowest price standard class of air travel available, for example:
 - Air Canada = TANGO
 - Porter = FIRM
 - WestJet = ECONO
- If for any reason the above cannot be adhered to, CSHP office staff should be advised of the circumstances **prior to booking the travel**.
- Flights should be booked as early as possible in order to avoid higher fares.
- CSHP will only reimburse the cost of travel on CSHP business. If arrival and/or departure dates do not conform to dates of the scheduled business event, an airfare quote for dates for the CSHP approved portion of the business trip should be obtained at the time of booking and provided to CSHP office staff prior to booking the travel.
- Costs associated with the mode of travel such as airport shuttle, limousine, taxi, and parking, including gratuities, will be reimbursed in full.

Accommodation

- The best available or negotiated single room rate of the convention/meeting site or of a full-service hotel within reasonable proximity to the meeting site will be reimbursed.
- Where it is reasonable from a convenience or cost effectiveness-perspective, a per diem rate of \$50 will be reimbursed to individuals staying at a private residence instead of a hotel.

Meals and Entertainment

- Meal costs will be reimbursed to the current maximum daily allowance stated on the Expense Claim Form.
- When meals are provided by the event attended, or by the carrier on travel days, the daily allowance will be reduced according to the following schedule: Breakfast – 21% / Lunch – 21% / Dinner – 58%
- In-room mini-bar charges and movies will not be reimbursed.

Internet Access and Phone

- One daily internet access charge will be reimbursed for each day of travel.
- The cost of one personal phone call per day of travel will be reimbursed.

Foreign Exchange

- The conversion of expenses to Canadian dollars can be calculated using either:
 - a) The conversion rate indicated on the traveler's credit card statement for the specific travel expenses; or
 - b) The actual conversion rate, as provided on the Bank of Canada website, for the date each expense was incurred.

For additional details, see CSHP Policy 3.2.5, Travel Expense Reimbursement.

Persons traveling on Society business are entitled to transportation, accommodation, meals, and services that meet reasonable and adequate standards for convenience, safety and comfort. In applying this general policy it is hoped that the same care will be exercised in incurring expenses as would be used if traveling at personal expense.