

EXPENSE CLAIM

(Expense Reimbursement Policy - see next page)



Expenses Incurred by _____
 Mail Cheque to _____
 Purpose of Trip _____

Please attach original receipts

Travel - Air & Auto					
Date	Description of Travel & Destination	Net Expense*	GST	Receipt Total	Account Code
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Total Travel				\$ -	(A)

Mileage					
Date	Trip Description	Distance(Km)	Rate	Total	Account Code
			\$0.54	\$ -	
			\$0.54	\$ -	
			\$0.54	\$ -	
			\$0.54	\$ -	
Total Mileage				\$ -	(B)

Lodging					
Date	Vendor & Description	Net Expense*	GST	Receipt Total	Account Code
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Total Lodging				\$ -	(C)

Meals & Others					
Date	Vendor & Description	Net Expense*	GST	Receipt Total	Account Code
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Total Meals & Others				\$ -	(D)

*Net Expense - enter the receipt total, less GST.

Receipt total should match the actual receipt.

Total GST \$ -

Total Expense \$ - (A+B+C+D)

Date

Date

Signature

Approval

EXPENSE REIMBURSEMENT POLICY

It is the policy of Engineers and Geoscientists BC to reimburse members of Council, members of committees, boards and their subcommittees for expenses incurred while traveling on Association business with necessary prior authorization. Payment is limited to covering out-of-pocket expenses actually incurred and subject to the limits outlined below.

EXPENSE CLAIMS MUST BE SUBMITTED AS SOON AS POSSIBLE AFTER THE EVENT AND NOT LATER THAN 90 CALENDAR DAYS AFTER THE END OF THE MONTH IN WHICH THE EXPENSES WERE INCURRED. ALL EXPENSES MUST HAVE ORIGINAL RECEIPTS ATTACHED.

The following guidelines should be observed:

1. TRAVEL

- 1.1 The maximum amount payable for travel is the economy air fare. **Excursion or discount fares should be obtained where practical.** Receipts from airline or other transportation agencies must be attached to the claim
- 1.2 Private cars should be used for short trips, airport travel, etc., or when car sharing makes this alternative more economical. Compensation for such use is \$0.54 per km.
- 1.3 Car rentals should only be used when no other alternative is available or when an overall economy can be assured. Receipts must be attached.
- 1.4 Taxis and Limousines - The use of the regular airport-limousine-bus service would be considered normal practice. However, travel within a city between hotel and meeting place and, in some cases, from home to airport by taxi may be necessary. This should be explained on expense statement.

2. HOUSING

Hotel accommodations should be moderate and reasonable, making use of hotel meeting rooms anywhere necessary. Receipts must be attached. If a relative or friend provides lodging, reimbursement for a gift or gratuity of \$50 per day to a maximum of \$200 will be allowed.

3. MEALS

Actual daily disbursements for each meal - breakfast, lunch and dinner including tips, etc, - must be stated. The averaging of costs of meals is not acceptable. Receipts must be attached.

4. SHARED EXPENSES

In cases where it is appropriate to allocate part of the travel cost to another agency or organization, because of additional business conducted outside the scope of Association activities, an amount indicating the portion to be paid by the Association should be shown on receipts submitted.

If it is desirable for personal convenience or preference to use travel, accommodations or meal facilities substantially above normal practice (i.e. first-class travel or suite vs. single-room hotel accommodations) receipts and vouchers should be altered accordingly and reference made to the appropriate Association portion.