

## Travel Expense Claim Form

Name			Date			
Address						
City			Region_			
Postal Code			☐ Executive ☐	1 Director	☐ Staff	□ PAC
☐ Board Meeting [	☐ Executive M	eeting $\Box$ Other	(specify):			
Start date and time:						
Finish date and time:						
			Total Ho	ours of Travel	l:	
Г		٦	Total			
Automobile		km x \$.58 =	\$			
Г	Fare	GST	Total			
Airfare !	\$	\$	\$			
Ferry :	\$	\$	\$			
Bus	\$	\$	\$			
Other (	\$	\$	\$			
	Tot	al Travel Expense	\$	$\overline{} \rightarrow$	\$	
pense	Charges	GST	Total		Т	
Hotel (max \$200/night)	\$	\$	\$			
Other '	\$	\$	\$			
On Chorfest weekend:		\$	\$			
irectors only attending AGM and Board meeting – 1 night	\$	\$				
·				$ \longrightarrow $	\$	
	Number	1	Total		Т	
CF; Breakfast		x \$20 each	\$			
Ī	I	1	\$			
Ī		1	\$			
L		_	Ψ	<b>=</b>  ,		
	10	otal Meal Expense	\$		\$	
I st	Name  Address  City  Postal Code  Board Meeting  Start date and time:  Finish date and time:  Finish date and time:  Start date and time:  Finish date and time:  Other  Sus  Other  On Chorfest weekend:  tered for Chorfest – 2 nights  irectors only attending AGM and Board meeting – 1 night  Start date and time:  Automobile  Airfare  Ferry  Sus  Other  Sus  Other  On Chorfest weekend:  Other  Other	Name Address  City  Postal Code  Board Meeting	Address  City  Postal Code  Board Meeting Executive Meeting Other  Start date and time:  Finish date and time:  Finish date and time:  Fare GST  Airfare \$ \$ \$ Ferry \$ \$ Bus \$ \$ Other \$ \$  Total Travel Expense  ense Charges GST  Hotel (max \$200/night) \$ \$ On Chorfest weekend: tered for Chorfest - 2 nights irectors only attending AGM and Board meeting - 1 night  Total Accommodation Expense  Number  CF; Breakfast	Address  City Region  Postal Code Dexecutive Meeting Other (specify):  Start date and time:  Finish date and time:  Finish date and time:  Fare GST Total  Alifare \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Name	Name   Date   Address   Gity   Region   Postal Code   Executive   Director   Staff     Board Meeting   Executive Meeting   Other (specify):   Start date and time:     Finish date and time:     Fare   GST   Total     Automobile   km x \$.58 =     Fare   GST   Total     Airfare   S   S   S     Bus   S   S     Bus   S   S     Cher   S   S     Hotel (max \$200/night)   S   S     Cother   S   S     Cother   S   S     Cother   S   S     Cother   S     Cother   S   S     Cother   S     Coth