



# Travel Expense Claim Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Region \_\_\_\_\_

Postal Code \_\_\_\_\_  Executive  Director  Staff  PAC

**Purpose of Travel**     Board Meeting     Executive Meeting     Other (specify): \_\_\_\_\_

**Hours of Travel**  
 (Total time away while doing BCCF business.)    Start date and time: \_\_\_\_\_  
 Finish date and time: \_\_\_\_\_

Total Hours of Travel:  

**Travel Expense**

Automobile   km x \$.58 = \$ 

(receipts required)

	Fare	GST	Total
Airfare	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
Ferry	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
Bus	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
Other	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>

**Total Travel Expense**    \$  → \$ 

**Accommodation Expense**

(receipts required)

	Charges	GST	Total
Hotel (max \$200/night)	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
Other	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
On Chorfest weekend: Directors registered for Chorfest – 2 nights	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
Directors only attending AGM and Board meeting – 1 night	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>	\$ <span style="border: 1px solid black; padding: 5px;"> </span>

**Total Accommodation Expense**    \$  → \$ 

**Meal Expense**

(when not provided by BCCF;  
no receipts required)

	Number		Total
Breakfast	<span style="border: 1px solid black; padding: 5px;"> </span>	x \$20 each	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
Lunch	<span style="border: 1px solid black; padding: 5px;"> </span>	x \$25 each	\$ <span style="border: 1px solid black; padding: 5px;"> </span>
Dinner	<span style="border: 1px solid black; padding: 5px;"> </span>	x \$40 each	\$ <span style="border: 1px solid black; padding: 5px;"> </span>

**Total Meal Expense**    \$  → \$ 

**Total Travel Expenses Claimed:** \$