



Name Expense Claim Date

Address Phone

Meeting Date Meeting Location

Meeting Details

Budget Code

Travel Expenses

Total kms driven X .54 =

Airfare & Baggage

Bus/Skytrain/Parking

Other (Explain) Amount

Total Travel

Meals

Breakfast X \$14.00 =

Lunch X \$16.00 =

Dinner X \$26.00 =

Total Meals

Accommodation and Other Expenses

Accommodation	Total
Other (Details)	Total

Total Accommodation & Other

Total Expenses Claimed

Office Use Only

Signing Officer	Signing Officer	
Office Administrator	Date	Cheque #



British Columbia Retired Teachers' Association

Committee Codes

5123 Advocacy Committee
5125 ISPC Committee
5103 Communications Committee
5119 Excellence in Education Committee
5111 Finance Committee
5106 Golden Star Awards Committee
5113 Heritage Committee
5130 Member Well-being Committee
5117 Membership Committee
5114 Pensions and Benefits Committee

Board of Directors

5080 Directors' Meals
5090 Directors' Travel
5100 Directors' Branch Travel
5095 Directors' Other Expenses
5255 Directors' Zone meetings

Affiliates

5320 ACER-CART travel
5250 BCTF AGM
5260 BCRTA Representation (RR Smith, COSCO, NPF, First Call)
5265 TPPAC / BCTF Advisory Committee

Notes

1. Original receipts are required for ALL expenses except mileage and meals.
2. Transportation reimbursement will be made on the basis of the most economical mode(s) of transportation able to get the member to the meeting in a reasonable amount of time. Time, combined costs (e.g. road+air), weather conditions and disabilities are considered. In no case shall anyone be entitled to any personal gain or profit arising out of the use of an automobile on BCRTA business.
Costs of cancellation insurance will be reimbursed.
Staff and members must carry their own automobile insurance for passenger hazard, third-party liability, collision, etc.
The BCRTA will not reimburse anyone for losses incurred from accidents, parking or traffic violations.
3. Accommodation reimbursement will be at single rates only.
Only accommodation necessary to enable attendance at the meeting(s) may be claimed. Should another person accompany the staff person or member, but not for official business reasons, reimbursement for accommodation will be limited to the expense that would have been incurred if that person had travelled alone.
When staying with friends or relatives, members may claim \$30.00 per night in lieu of hotel costs. If making this claim, please note "staying with friend/relative" on the appropriate line.
4. Meals reimbursement is routinely available for the claimant's meals only.
Should a meal be provided by the BCRTA then no claim can be made if a meal is eaten elsewhere.
Claims for meals other than for the claimant are subject to approval by the BCRTA Treasurer and must include the following information:
Name of person(s)/committee/etc.
Reason for expenditure
5. For Other Expenses (i.e., telephone calls, postage, photocopying, etc.) please specify. Attach an extra sheet showing details, if necessary.
6. Signed and completed expense vouchers are to be given or mailed to the Office Administrator.
Expense vouchers should be submitted within six weeks of the event, EXCEPT for June expenses, which must be submitted by June 30th of the same fiscal year.