

## BoFEP Travel Expense Claim Form

Name:				Affiliation:			
Address:							
Purpose of travel:							
Departure from:				Destination:			
Departure Date:				Return Date:			
Auto – Total distance (km):						@ cents/km:	\$
Other mode of transportation (e.g., car rental, train, air, bus, taxi, etc):							\$
<b>Daily Expenses</b>							
Date	Meals <i>See per diem rates</i>			Incidentals <i>See per diem rates</i>	Accommodation <i>Attach receipts</i>	Other Expenses <i>Specify and attach receipts</i>	Daily Totals
	B	L	D				
<b>Note:</b> Number all receipts consecutively and staple them to the top of this form <i>See over page for further details about allowable travel expenses and per diem rates</i>						<b>Total expenses:</b>	\$
						<b>Less: Advance or outside assistance</b>	\$
						<b>Total travel expenses claimed:</b>	\$

I hereby certify that all expenses were expended for the purpose noted above in keeping with the BoFEP travel policy and that the amounts claimed have not previously, nor will be, claimed or reimbursed to me by any other organization.

Signature \_\_\_\_\_ Date \_\_\_\_\_ E-mail \_\_\_\_\_

Approved for payment: \_\_\_\_\_

*(Working Group Coordinator, Project Manager, or Officer of BoFEP)*

Treasurer's Reference:
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**Return the completed form to:**

Susan Rolston  
BoFEP Treasurer  
287 Boutilliers Cove Road  
Hacketts Cove, Nova Scotia B3Z 3J6

**Questions about completing this form?** Tel/Fax: (902) 823-2191 or E-mail: seawindscs@eastlink.ca

**Travel Expense Form Guidelines**

1. All claims for travel in connection with the activities of BoFEP's Working Groups and projects must have the prior approval of the Coordinator of the Working Group or Project Manager.
2. Only original receipts or invoices are accepted (with the exception of gas receipts) and must be submitted with this form. Credit card or debit card receipts are not sufficient. Photocopies of receipts are not acceptable.
3. The only allowable expenses without receipts are private accommodations (see #9 below); per diems (see #10 below); and incidental expenses (see #11 below).
4. When a personal vehicle is used, distance traveled may be claimed at the rate of 43 cents per kilometre.
5. Car rentals and associated gas will be reimbursed, based on the receipt amount, up to the value of what the travel by personal vehicle would cost. Prior approval of the Working Group Coordinator, Project Manager, Chair or Treasurer of BoFEP must be obtained for car rentals expected to be over the cost of travel by personal vehicle.
6. Air travel shall be by economy rate by the most direct route. Boarding passes must be submitted for air travel on an electronic ticket. All air travel must have prior approval of the Project Manager and Co-Chair or Treasurer of BoFEP.
7. Taxi, ferry, rail or other transportation expenses will be reimbursed upon submission of receipts.
8. Original receipts are required for reimbursement of accommodation expenses.
9. Where private accommodation is utilized in place of regular hotels and the like, reimbursement in the amount of \$40.00 may be claimed without receipt.
10. Meal expenses shall be reimbursed at the rate of: Breakfast \$9.00; Lunch \$12.00; Dinner \$24.00.
11. Incidental expenses (tips, meter parking, bridge tolls, etc.) may be claimed without receipts to a total of \$5.00 per day.
12. Other expenses claimed must be travel-related, and should not, for instance, include such things as administrative and meeting materials (*use Claim for Miscellaneous Expenses form for such items*).
13. No expenses for telephone or laundry will be paid without prior approval of an Officer of BoFEP.
14. Expenses not in conformity with these guidelines must have prior approval of an Officer of BoFEP.