

Bay of Fundy Ecosystem Partnership Claim for Travel Expenses

Name:				Affiliation:			
Address:							
Purpose of travel:						Travel Expense code: <i>(see table overpage)</i>	
Departure from:				Destination:			
Departure date:				Return date:			
Auto - Total distance (Km):				@ Cents/Km:		\$	
Other mode of transportation (specify):						\$	
DAILY EXPENSES							
Date	Meals			Taxi/bus	Accommodation	Other expenses	Daily total
	B	L	D	<i>Attach receipts</i>	<i>Attach receipts</i>	<i>Specify and attach receipts</i>	
Note: Number all receipts consecutively and staple them to the top right hand corner of this form. See over page for further details about allowable travel expenses.					Total travel expenses:		
					<i>Less: Advance or outside assistance</i>		
					Total travel expenses claimed :		

I hereby certify that all expenses claimed were expended for the purpose noted above, in keeping with the interests of BoFEP.

Signature: _____ **Date:** _____.

Approved for payment: _____ *(Working Group Chair if WG associated travel)*

Guidelines for completing form on other side.

Return completed form and receipts to: BoFEP Treasurer,
25 Hanover Court
Halifax, Nova Scotia, B3M 3K7

Questions about completing the form? Tel: (902) 585-1113 Fax: (902) 585-1054
E-mail: Secretariat@bofep.org

Travel Expense Guidelines:

1. When a private automobile is used, distance traveled may be claimed at the rate of 40 cents per kilometre.
2. Rental of automobiles should be on a cost effective basis only, and have prior approval of an Officer of BoFEP Inc."
3. Air travel by regular airlines operating on a daily schedule shall be economy rate by the most direct route and have prior approval of an Officer of BoFEP Inc.
4. Taxi, ferry, rail or other transportation expenses will be reimbursed upon submission of receipts.
5. Original receipts are required for reimbursement of accommodation expenses.
6. Meal expenses shall be reimbursed at the rate of: Breakfast \$8.00; Lunch \$10.00; Dinner \$15.00.
7. Where private accommodation is utilized in place of regular hotels and the like, reimbursement in the amount of \$20.00 may be claimed without receipt.
8. Incidental expenses (tips, meter parking, bridge tolls, etc.) may be claimed without receipts to a total of \$5.00 per day.
9. 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*).
10. No expenses for telephone or laundry will be paid without prior approval of an Officer of BoFEP Inc.
11. Expenses not in conformity with these guidelines must have prior approval of an Officer of BoFEP Inc.
12. All claims for travel in connection with the activities of any of BoFEP's Working Groups must have the prior approval of the Coordinator of the Working Group.
13. Original receipts must be submitted with this form.
14. Indicate travel expense code according to the following:

BoFEP Travel Expense Codes

Category	code	Category	code
BoFEP Committee meetings	4210	Fish migration WG	4780
NGO Travel	4220	ICZM WG	4800
Annual General Meeting	4230	MEQ WG	4820
6 th Science Workshop	4400	Resource Development WG	4840
Communications/promotion	4500	Toxic chemicals WG	4860
Minas Basin WG	4610	Zooplankton WG	4880
SMARTS WG	4620	Biosphere Reserve WG	4900
Sublittoral Ecology WG	4640	Up. Bay Integ. Fish.Mgmt WG	4920
Coastal Development	4660	Eel grass WG	4940
Corophium WG	4700	GPAC Canadian Forums	5020
Eutrophication Nutrients WG	4720	Other Projects	4570
Stress/Cumulative Effects WG	4740		
Ecotourism WG	4760		