



St. Leonard's Society of Canada | Société St-Léonard du Canada

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Registered charitable organization | organisme de bienfaisance reconnu # 12894 6829 RR0001

SLSC TRAVEL EXPENSE CLAIM FORM (updated May 2018)

Please submit to SLSC at the coordinates listed above

Person filling out this form: _____ Signature: _____ Date: _____

Person(s) incurring expenses (if different from/in addition to above): _____

Purpose of trip: _____

Date(s) of trip: _____

Make reimbursement cheque payable to: _____

Send reimbursement to: _____

FOR ALL EXPENSES CLAIMED EXCEPT MILEAGE

Table with 4 columns: Date, Expense (Travel, Hotel, Meals, Other), Amount, Receipt (required to guarantee reimbursement). Includes a SUB-TOTAL row and HST/Net fields.

FOR MILEAGE CLAIMS ONLY

Table with 4 columns: Date, Kilometrage @ 45¢/km, Amount, Receipt (not required for mileage). Includes a SUB-TOTAL row and HST/Net fields.

TOTAL TO REIMBURSE

FOR OFFICE USE ONLY
Amount Approved: By: Signature:

Claim Limits Updated February 2018:
Breakfast \$ 19.10
Lunch \$ 18.90
Dinner \$ 47.35
Incidentals \$ 17.30
Maximum Daily Total \$ 102.65

Mileage: 45¢ per km to a limit of equivalent airfare (see over)

Expense principles and guidelines on reverse

SLSC Principles and Guidelines for Travel Expenses

Travel-related expenses associated with meetings may be reimbursed by SLSC according to the following principles and guidelines. All reimbursements are at the discretion of the Executive Director.

Principles

1. Individuals will find the most reasonable and inexpensive travel, and other related expense rates. Where a Board member's expenses exceed the guidelines, the overage will be the responsibility of the individual board member. They are of course welcome to make their own arrangements with their local agencies to cover such an overage, but this is the responsibility of the individual board member to arrange.
2. Individuals must submit receipts for expenses in accordance with auditing requirements. The one exception is kilometrage, in which case individuals must record and submit the number of kilometres driven.
3. The Executive Director will review exceptional circumstances necessitating noncompliance with the expense guidelines.
4. SLSC will not be liable for expenses submitted later than the end of the fiscal year in which the expenses were incurred (but also cf. Reimbursement Procedure no. 3).

Guidelines

1. Air Travel: Plan ahead and reserve the cheapest available rate (e.g. staying over on Saturday night). SLSC reserves the right to cap reimbursement of air fare should Board members fail to make a reasonable effort to secure an economical rate. Cancellation insurance is a legitimate, reimbursable expense.
2. Ground Transportation: Use airport (and local) buses wherever possible.
3. Car: Kilometrage costs will be reimbursed at a rate set annually by the Finance Committee based on (but not necessarily identical to) current Treasury Board rates. If individuals choose to drive rather than fly, for long distance travel, their costs will be reimbursed only up to the most reasonable rates of airfare, as reasonably approximated by SLSC staff.
4. Hotel: SLSC will cover hotel expenses including taxes. The most reasonable rates should be negotiated. SLSC will undertake whenever possible to negotiate reduced rates for a block reservation. In that case, rates in excess of those negotiated by SLSC for our block reservations will not be reimbursed. Hotel items not covered include: movies, dry cleaners, mini bar expenses, liquor. Maximum nights chargeable is as follows:
 - two day meeting - up to two nights
 - one day meeting - up to one night
 - half day meeting - no hotel coverage unless the staff/volunteer must travel more than 250 kilometres.
5. Meals: Up to the maximum set by the Treasury Board, with receipts.
6. Child-care expenses: SLSC Board members (or non-Board people invited to attend Board meetings) will be reimbursed for childcare costs incurred while attending SLSC meetings, amount not to exceed minimum wage. Receipts to be appended to travel claim.
7. Other: All other allowed expenses must be within the current limit set by the Treasury Board for incidental expenses, and should be documented with receipts. As per Treasury Board guidelines, incidentals are "an allowance to cover the costs of items which can be attributed to a period in travel, but for which no other reimbursement or allowance is provided...and to help off-set some of the expenses incurred as a result of having to travel. It includes but is not limited to such items as gratuities, laundry, dry cleaning, bottled water, phone calls home, grass cutting, snow removal, home security check, plant watering, mail services, pet care, telecommunications hook-ups and service, shipping of some personal effects."

Reimbursement Procedure

1. **Individuals are expected to first pay expenses then submit expense claims to SLSC within 30 days of incurring the expense.**
2. In exceptional circumstances, Board members who cannot file expense claims in a timely fashion must contact SLSC head office to arrange an extension. If no such extension is arranged, SLSC may refuse to reimburse claims submitted more than 30 days after the event.
3. Approved expenses will be reimbursed from the national office as soon as possible upon receipt of duly completed Expense Claim Forms.

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