



Association of British Columbia College Pension Plan Retirees (CPPR)
C/O Federation of Post-Secondary Educators
400-550 West 6th Avenue, Vancouver, BC, V5Z 1A1

EXECUTIVE MEETING EXPENSE CLAIM

Name:
(Please print)

Address:
(Please print)

.....

Phone: **Email:**

Meeting Expenses

Date of Meeting: **Location:**

Travel

Personal Vehiclekm @ 40c per km **OR** Gas (see policy) \$_____

Parking _____

Tolls _____

Other _____

Accommodation and Meals

Hotelnights @ \$.....per night _____

MealsBreakfasts @ \$15 \$_____

..... Lunches @ \$25 _____

..... Dinners @ \$25 _____

Total Meals _____

TOTAL CLAIM \$ _____
 =====

Signature of Claimant

Date.....

Attach all original receipts except where not required under ABC CPPR policy. To ensure you receive your reimbursement, please submit this form to the Treasurer

THE CPPR POLICY ON MEETING EXPENSES IS PRINTED ON THE REVERSE OF THIS FORM.

Procedure for Expense Claims

Executive Meetings

Participants travelling to meetings will be reimbursed as follows for costs associated with the use of their own vehicle or public transport:

Travel

Airfare¹

Ferry)

Taxi²)

Parking)

receipts necessary

Bridge or Highway Tolls

Public transit such as bus or skytrain

no receipt necessary

¹All airfares must be booked in advance to take advantage of any special airfares that may be available.

²Taxi fares will be approved only in cases where, for example, physical challenges, weather conditions, industrial action, or time constraints make the use of a personal vehicle or public transit inappropriate.

Use of own vehicle

Within the Lower Mainland, Sunshine Coast, South and Mid-Island reimbursement for use of own vehicle at the rate of \$0.40 per km. (no receipt necessary)

Outside the Lower Mainland

Reimbursement for the cost of gas (receipts necessary)

Where alternate forms of travel between the Lower Mainland and the rest of the province are available, expenses will be covered for the lowest alternative.

Accommodation and Meals

Participants needing to use hotel accommodation to attend meetings will be reimbursed for their costs to the following maximums.

Accommodation up to a maximum of *one night at a maximum of* \$165 per night receipt required

Meals except where provided:

- Breakfast \$15, Lunch/Dinner \$25. Alcohol is not reimbursed.
- Receipts, except where noted above, must be kept and should be submitted to the Treasurer for reimbursement.
- Members are encouraged to schedule around meetings that other organizations have to minimize costs to BCCPR