



# Territory of the People

360 Nicola Street, Kamloops BC V2C 2P5

## REQUEST FOR REIMBURSEMENT OF EXPENSES

Please attach receipts for all expenses

### FORM 5.2 - TRAVEL POLICY 2.3

Meeting/Event: GL # - see reverse		Date of Meeting:	
Meeting/Event (please specify)			
Make cheque Payable to me [ ]		OR Make cheque payable to the Territory [ ]	
Name (Print)			
Address:			
City:		Province:	Post Code:
Passenger names if car-pool:			
<b>My expenses to attend the above meeting are:</b>			<b>Finance Use Only</b>
<i>Claims will not be accepted for any alcoholic beverages</i>	Total Cost	Federal Rebate	Provincial Rebate
Car use @ Gas + % (see reverse for car use claim criteria)			
Single Occupant - Gas + 25%	\$		
Multi Occupants - Gas + 35%	\$		
Car use – Mileage @ current rate per km # kms: _____ (see Policy 2.3 for mileage per km claim criteria)	\$		
Vehicle Rental - <i>Prior approval required</i>	\$		
Air/Train Fare	\$		
Bus / Airport Taxi etc	\$		
Meals en route (up to \$35/day, receipts required) No alcohol; includes gratuity to maximum 18%	\$		
Hotel (Economy) - <i>Prior approval required</i>	\$		
Other	\$		
<b>Total Expenses</b>	<b>\$</b>		

**DONATION:** If you wish to make a donation to the Territory for any or all of your expenses, please attach a personal cheque for the amount of your donation. A tax receipt will be issued for this amount.

I certify that the expenses claimed are allowable and contain no items of a personal nature.

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_



# Territory of the People

360 Nicola Street, Kamloops BC V2C 2P5

## REQUEST FOR REIMBURSEMENT OF EXPENSES

Please attach receipts for all expenses

### FORM 5.2 - TRAVEL POLICY 2.3

#### GENERAL LEDGER NUMBERS

<b>7350</b>	Clergy Travel – Regular Travel for Assisted Parish
<b>7431</b>	Conference Travel - <i>includes the following:</i>  Clergy Meetings – eg. Regional Clericus  LMWS Study Days/workshops  Regional Deanery Meetings  Territory Committee Meetings  Territory Task Force Meetings  Other meetings/workshops
<b>7432</b>	Clergy Conference Travel
<b>7433</b>	Territory Assembly Travel
<b>7436</b>	Indigenous Assembly/Equip Travel
<b>7437</b>	Equip
<b>7450</b>	Territory Coordinating Council
<b>7450</b>	Territory Administration Committee
<b>7995</b>	Regional Dean Travel

#### See Policy 2.3 – Parish Mileage and Territory Meeting Travel Expense

##### Subsection 2.3.11 Territory Meeting Travel Expenses

Travel costs to attend Territory Committee meetings, including: Administration Committee, Clergy Conference, Coordinating Council, Regional Meetings, semi-annual LMWS workshops, and other Territory sponsored or approved events are paid from the Territory Conference, Meetings and Travel Budget and are reimbursed as follows:

1. Cost of gasoline for the travelling vehicle plus twenty five percent (25%) for a single occupant. Submit receipts to the Territory office for payment. It is recommended to fill-up before beginning and at the end of trip.
2. Cost of gasoline plus thirty five percent (35%) for two or more occupants travelling in the same vehicle. Submit receipts to the Territory office for payment.
3. Meals en route and required meals during a meeting or event are reimbursed at cost up to \$35.00 per day. Includes gratuities to a maximum of 18%; cost of alcohol will not be reimbursed, Submit receipts to the Territory office for payment.
4. Expenses for airfare, car rental and any and all other extra-ordinary expenses must be pre-approved by Administration Committee before making arrangements and/or commitments for travel.