



A.T.A. Evergreen Local No. 11

Expense Claim Form (Revised March 2015)

Payable to: _____

Address (include postal code): _____

Meeting/Local Function Attended: _____

Date(s): _____ Location: _____

1. Travel (0.53/km) – SEE REVERSE FOR DISTANCE CHART

Starting Point: _____ To: _____

Total Distance (Return Trip): _____ kms @ 0.53/km **Mileage Total \$ _____ A**

2. Accommodations: Hotel receipts must be attached for claim.

Hotel Accommodations (Max \$150 room rate (taxes may exceed \$150) unless in Hotel where Conference/Meeting is held): **OR**

\$50 per night no receipt required _____ nights **Accommodation Total \$ _____ B**

3. Meals :

	Daily Maximum	Number of Days	Total
Breakfast	\$15.00		
Lunch	\$20.00		
Supper	\$30.00		

Meals Total : \$ _____ C

4. Per diem For 12 hour absence from residence plus any 24 hour period after the first 12.

Date/time left residence: _____

Date/time returned residence: _____

(_____ days x \$25.00/day) **Per diem Total: \$ _____ D**

5. Other Expenses: Parking, childcare etc. (please include receipts)

Other Expenses Total: \$ _____ E

TOTAL EXPENSE CLAIM (Sum of A, B, C, D E) \$ _____

Claimant Signature: _____

Office or Committee: _____

Committee Chairman (Please Sign): _____

For office use

Account/Budget Line	
Is a Grant in Aid available? <input type="checkbox"/>	Cheque Number:

Evergreen Local No. 11 Travel Reimbursement Chart

Carpooling is encouraged and expected whenever possible

Current rate (as set by P.E.C.) is \$0.53/km

Rates listed below are RETURN

	Edson	Evansburg	Hinton	Gr. Cache	Jasper	Edmonton	Calgary	Banff
Edson	X	200 km \$106.00	180 km \$95.40	480 km \$254.40	340 km 180.20	402 km \$213.06	998 km \$528.94	934 km \$495.02
Evansburg	200 km \$106.00	X	380 km \$201.40	680 km \$360.40	540 km \$286.20	200 km \$106.00	740 km \$392.20	800 km \$424.00
Hinton	180 km \$95.40	380 km \$201.40	X	300 km \$159.00	160 km \$84.80	582 km \$308.46	998 km \$528.94	756 km \$400.68
Gr. Cache	480 km \$254.40	680 km \$360.40	300 km \$159.00	X	460 km \$243.80	882 km \$467.46	1298 km \$687.94	1056 km \$559.68
Jasper	340 km 180.20	540 km \$286.20	160 km \$84.80	460 km \$243.8	X	745 km \$399.62	838 km \$444.14	596 km \$315.88
Edmonton	402 km \$213.06	200 km \$106.00	582 km \$308.46	882 km \$467.46	745 km \$399.62	X	596 km \$315.88	836 km \$443.08
Calgary	998 km \$528.94	740 km \$392.20	998 km \$528.94	1298 km \$687.94	838 km \$444.14	596 km \$315.88	X	242 km \$128.26
Banff	934 km \$495.02	800 km \$424.00	756 km \$400.68	1056 km \$559.68	596 km \$315.88	836 km \$443.08	242 km \$128.26	X

Thanks for all you do for your Local!

Email claim forms to:

Shawn Arsenault at shawn.arseneault@hotmail.com