

COMMITTEE TO REDUCE ELDER ABUSE – EXPENSE CLAIM FORM

Forward to:
 Committee to Reduce Elder Abuse
 Address
 ATTN: Contact Person?
 Tel: XXX-XXX-XXXX Fax: XXX-XXX-XXXX or email: contact@email.com

NAME: _____

ADDRESS: _____

SIGNATURE: _____

SUBMIT RECEIPTS FOR EXPENSES INCURRED

PHONE: _____ EMAIL: _____

SEE REVERSE FOR ALLOWABLE EXPENSES

Date	Description	Air	Hotel	Meals	Kilometres	Other	GST	Office use	Total

Meeting:	Total:
Date(s) (DDMMYYYY):	Less Advance:
City of Origin:	Less Expenses Not Allowable:
City in which meeting held:	Balance Payable:

For Office Use Only

Approved by: _____ Date: _____ Cheque #: _____

RECEIPTS MUST BE ATTACHED

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INSTRUCTIONS FOR SUBMITTING EXPENSE REPORTS:

- Expenses **must** be submitted on this Expense Claim Form.
- Attach all receipts
- Expense reports are to be submitted **within one month of incurring the expense**. Expense reports not submitted within one month may not be eligible for reimbursement.
- Invoices and receipts can be scanned and submitted electronically to **email@email.com**.
- Expenses are paid once a month, usually in the first week of the month.

ALLOWABLE EXPENSES:

Per the CREA Terms of Reference, travel reimbursement will be according to the Government of British Columbia Group II rates (http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel_allowances.pdf)

- Reasonable expenses incurred for your participation on the CREA that are not otherwise covered by your employer. Examples:
 - Milage
 - Parking
 - Train, bus, air fare (economy only)
 - Taxi to and from airport.
 - Transportation expenses calculated from home address to and from city where meeting is held.

NON-ALLOWABLE EXPENSES:

- Expenses covered by your employer