



CARIBOO NORTH CENTRAL REGION PERSONAL EXPENSE CLAIM

NAME OF CLAIMANT:
ADDRESS:
PURPOSE OR COMMITTEE:

TRANSPORTATION:	Airline	\$	
	Mileage (_____ km @ 0.40)	\$	
	Limo, Taxi, Gas Receipts	\$	

MEALS:	Date	Breakfast	Lunch	Dinner	Day Total	
	TOTAL					

OTHER	Date	Description	Amount	
	TOTAL			

Date:
Signature:

Grand Total:	\$
Less Advance:	\$
TOTAL CLAIM	\$

PERSONAL EXPENSE CLAIM FORM:

Personal Expenses will be paid for Transportation, Meals and Accommodation only.

TRANSPORTATION:

- a) Mileage - will be reimbursed at the rate of \$0.40 per km traveled (officials use the BC/YT Section amount). Examples below are a guideline and it is expected actual kilometers will be used. Board members who are in close proximity are expected to travel together whenever possible.

Pr George to:	Return Km	Mileage Claim Per vehicle
Dawson Creek	812	\$324.80
Ft St John	918	\$367.20
Houston	614	\$245.60
Kitimat	1284	\$513.60
Prince Rupert	1448	\$579.20

Prince George to:	Return Km	Mileage Claim Per vehicle
Quesnel	236	\$94.40
Smithers	742	\$296.80
Terrace	1154	\$461.60
Vanderhoof	200	\$80.00
Williams Lake	476	\$190.40

- b) Travel reimbursement will be the lesser amount of mileage/bus or airplane fee.
- c) While attending a Board Meeting, if claimant is travelling with a skater or family member or carrying on business for profit, they will be reimbursed for ½ of their travel costs. Full per diem will apply for the Board Member.

MEALS: For dates involved for Region business only.

Meals while in the CNCR Region may be claimed, without receipt, to a maximum of:

- a) Breakfast \$10.00 b) Lunch \$12.00 c) Dinner \$18.00

Meals outside of CNCR Region may be claimed, without receipt, to a maximum of:

- a) Breakfast \$12.00 b) Lunch \$15.00 c) Dinner \$23.00

Claimants are on an honour system to claim for actual expenses incurred for meals.

ACCOMMODATION:

- a) Rooms - must always be booked through your Region Board Rep who will arrange payment, either with a Region cheque or have the guests make the payment and be reimburse with this expense claim form.
- b) CNCR Board will provide ½ of double room for dates involved for Region business only. (Two Board members will be booked into one double room. If you wish to share a room with someone other than another Board member, CNCR will cover ½ of the room cost.)