EXPENSE CLAIM

(to be used to claim all out-of-pocket and claimable expenses)

Expense Form

Name _____ Date _____

Institute _____

ACIFA Event _____

Travel or Event Period From _____ To _____

Date (mm/dd/yy)	Description	Meals $	Lodging $	Other $	Total CDN $
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Currency Rate:		Total Expenses	0.00	0.00	0.00

I certify that the expense(s) claimed were actual and allowable expenses incurred (a) while traveling on authorized ACIFA business or (b) in the course of conducting authorized ACIFA business.

Additional: **EXPENSE** totals	
ADD: Distance Detail (attached) _____ **km @ .70/km**	0.00
TOTAL EXPENSE CLAIM	0.00
Processing Notes	

_____ _____

Printed Name / Signature Date

_____

e-mail for EFT or e-transfer

Check off the following and obtain approval signature ONLY if applicable

☐ Additional approval required, as the claim includes alcohol, as referenced in ACIFA - Travel and Expense Claim Policy

_____ _____

Designated Signing Officer Signature Date

Revision Aug 2022

INSTRUCTIONS

1. Complete this form for all expense claims.

2. If space is inadequate, complete and attach **additional** form.

3. If distance is claimed, use the approved distances for **travel** or Google maps.

4. Original receipts are not required; however, please scan the approved claim and receipts and send to **admin@acifa.ca**. Credit or debit card receipts are not considered acceptable receipts unless the detail of the expense is fully disclosed therein.
   - If staying with relatives or friends, a charge of $50 per night may be claimed

   Meal per diem when the meal is not provided at the event:
   Breakfast $23.60, Lunch $23.90, Dinner $58.60, Incidentals may be approved at $17.50/night for each 24-hour stay. **Alcohol charges will not be reimbursed**.

5. Convert all expenses incurred in a foreign currency to Canadian dollars.

6. Refer to ACIFA - Travel and Expense Claim Policy for further details.

7. Reimbursements will be made by EFT or e-transfer.

Explanation for departure from standard procedures (examples: Type of vehicle rented, missing receipts, business class travel, etc.)