EXPENSE CLAIM

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

acifa
Alberta Colleges & Institutes Faculties Association

Expense Form

Name _____   Date _____

Institute _____

ACIFA Event _____

Travel or Event Period From _____ To _____

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

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** _____ **@ .61/km**	
TOTAL EXPENSE CLAIM	
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

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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 $15 per night may be claimed

   Meal per diem when the meal is not provided at the event:
   Breakfast $10, Lunch $15, Dinner $20, Incidentals may be approved at $5/night for each 24-hour stay. Meals exceeding this may be reimbursed up to the maximum as per identified at Canada Meal Allowances. We must receive a detailed invoice. **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.)