

# 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 \$
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  
\_\_\_\_\_ @ .70/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

## 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. Meals exceeding this may be reimbursed up to the maximum as per identified at [Canada Meals and Allowance](#). 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.

[illegible]