

Travel Claim Form Instruction Sheet for Expense Submissions

Please do take into consideration that by carpooling or using the most cost efficient forms of transportation we can live by one of our Guiding Laws and "use our resources wisely" thus minimizing costs. By minimizing some of our costs, this allows BC Girl Guides to offer more exciting events.

Important
Read first

- **Read** all of the instructions provided. This form has been customized for travel for meetings and for events for which no other claim forms have been provided. No other forms *apply or* will be *processed*.
- Processing of this form will be completed only if all instructions have been adhered to.
- Payment is provided for authorized expenses for Guiding members that are personally incurred in the conduct of business for the Girl Guides of Canada, BC Council.
- To be reimbursed, **itemized receipts must be attached to this form. No other forms apply or will be processed.**
- Credit card & debit card receipts that do not have a description of the expense(s) are not considered itemized receipts and will not be reimbursed.
- Recipients receiving travel reimbursements are expected to attend the entire event/meeting.
- People wishing to donate their travel assistance reimbursement funds to BC Council as a tax-deductible donation may do so by writing a personal cheque to Girl Guides of Canada, BC Council. An official income tax receipt will be issued for donations over \$10.

Step 1	Fill out your name and address information
Step 2	If you are traveling with other participants from your area please include their names here for: a. Meals b. Meals & Mileage
Step 3	<p>Check only the expense(s) that apply to your travel. Please note the maximum expenses allowable as of January 1, 2011.</p> <p>a. Meals:</p> <ul style="list-style-type: none"> • If travel is required over a meal hour, providing that refreshments have not/will not be covered during the event/meeting, reasonable food expenditures may be approved, within BC travel policy. • Alcohol will not be reimbursed. • Reimbursements for meals while traveling to and from the event may be submitted at the following rates: Actual cost of meal up to a maximum rate of: <ul style="list-style-type: none"> ✧ \$14 for breakfast (<i>This meal would be equivalent to selling approx. 14 boxes of cookies</i>) ✧ \$14 for lunch ✧ \$26 for dinner (<i>This meal would be equivalent to selling 2.2 cases of cookies</i>) Including GST/HST and gratuity up to a <i>maximum</i> of 15%. <p>b. Mileage will be reimbursed at a <i>maximum</i> of 0.25 kilometre from home location(s) to event venue</p> <p>c. Rental vehicle/special vehicle – only on prior written approval (<i>please submit a request to the event coordinator</i>)</p> <p>d. Taxicab – if applicable; receipts are required</p> <p>e. Public transit current rates – reimbursement is based on <i>one-way</i> fares</p> <p>f. Pacific Coach Lines (PCL) or Greyhound – current fare rates</p> <p>g. Airport Parking (<i>from home to nearest airport</i>)</p> <p>h. Airfare – economy – GGC will not pay for flight changes/upgrades/insurance/seat selection costs.</p> <p>i. Ferry – walk-on fare – current BC Ferries rates</p> <p>j. Ferry – vehicle reimbursement – current BC Ferries rates (<i>vehicle not to exceed 7' high, up to 20' long</i>)</p>
Step 4	Total expenses incurred while traveling for Guiding business – attach all itemized receipts
Step 5	Cheque details a) payable to b) Signature that you've read and understood the terms of the travel policy c) Date (date form completed on). Please note: allow 4 – 6 weeks for the completed travel claim form to be processed. Delays may occur if forms are incomplete. (<i>ie. Details or receipts missing</i>).

This event
has been
funded with
cookie
money.



Girl Guides
of Canada
Guides
du Canada

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Travel Claim Form

(See reverse for instructions)

Office use only	
Date stamp rec'd	Tracking code

This form plus all itemized receipts must reach the Provincial Office within 60 days from the end of the meeting

Step 1

Event Name _____ Event Location _____ Event date _____
 Name _____ Telephone (day) (____) - _____ iMIS # _____
 Address _____ City/Town _____
 Postal Code _____ E-mail _____

Step 2

I traveled with other participants from my area Names of participants traveling in same vehicle (mileage) _____
 Names of participants included in this claim (meals & mileage) _____

Step 3	Travel Expenses <i>(see instruction sheet for details)</i>	Details of Expense	Total	- GST/HST (minus)	= Cost (equals)	GL Acct	Dept
	Meals while traveling: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
	<input type="checkbox"/> Mileage @ 0.25 kilometre						
	<input type="checkbox"/> Transit (Canada Line, bus, etc)						
	<input type="checkbox"/> Pacific Coach Lines <input type="checkbox"/> Greyhound						
	<input type="checkbox"/> Airport Parking						
	<input type="checkbox"/> Airfare						
	<input type="checkbox"/> Taxicab						
	<input type="checkbox"/> Ferry – walk-on						
	<input type="checkbox"/> Ferry – vehicle (vehicle not to exceed 20' long)						
	<input type="checkbox"/> Other – please explain (attach note if more space is needed)						
Step 4 (attach itemized receipts)			Total				

Step 5	Cheque details
	Cheque payable to _____ <i>(Please type or print clearly)</i>
Claimant's signature (required) By signing you confirm that you have read & understand the terms of the Travel policy	_____ (mm/dd/yr)

Approved for payment	
<i>(For office use only)</i> Designated event signing authority	
Signature _____	Date _____ <i>(mm/dd/yr)</i>

(For office use only)	
Amount	Code