



Territory of the People

360 Nicola Street, Kamloops BC V2C 2P5

REQUEST FOR REIMBURSEMENT OF EXPENSES

Please attach receipts for all expenses

FORM 5.2 - TRAVEL POLICY 2.3

Meeting/Event: GL # - see reverse		Date of Meeting:	
Meeting/Event (please specify)			
Make cheque Payable to me []		OR Make cheque payable to the Territory []	
Name (Print)			
Address:			
City:		Province:	Post Code:
Passenger names if car-pool:			
My expenses to attend the above meeting are:			Finance Use Only
<i>Claims will not be accepted for any alcoholic beverages</i>	Total Cost	Federal Rebate	Provincial Rebate
Car use @ Gas + % (see reverse for car use claim criteria) Single Occupant - Gas + 25% Multi Occupants - Gas + 35%	\$ \$		
Car use – Mileage @ current rate per km # kms: _____ (see Policy 2.3 for mileage per km claim criteria)	\$		
Vehicle Rental - <i>Prior approval required</i>	\$		
Air/Train Fare	\$		
Bus / Airport Taxi etc	\$		
Meals en route (up to \$35/day, receipts required)	\$		
Hotel (Economy) - <i>Prior approval required</i>	\$		
Other	\$		
Total Expenses	\$		

DONATION: If you wish to make a donation to the Territory for any or all of your expenses, please attach a personal cheque for the amount of your donation. A tax receipt will be issued for this amount.

I certify that the expenses claimed are allowable and contain no items of a personal nature.

Signature:

Date Submitted:

Approved by:

Date Approved:



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GENERAL LEDGER NUMBERS

7350	Clergy Travel – Regular Travel for Assisted Parish
7431	Conference Travel - <i>includes the following:</i> Clergy Meetings – eg. Regional Clericus LMWS Study Days/workshops Regional Deanery Meetings Territory Committee Meetings Territory Task Force Meetings Other meetings/workshops
7432	Clergy Conference Travel
7433	Territory Assembly Travel
7437	Equip
7450	Territory Coordinating Council
7450	Territory Administration Committee
7995	Regional Dean Travel

See Policy 2.3 – Parish Mileage and Territory Meeting Travel Expense

Subsection 2.3.11 Territory Meeting Travel Expenses

Travel costs to attend Territory Committee meetings, including: Administration Committee, Clergy Conference, Coordinating Council, Regional Meetings, semi-annual LMWS workshops, and other Territory sponsored or approved events are paid from the Territory Conference, Meetings and Travel Budget and are reimbursed as follows:

1. Cost of gasoline for the travelling vehicle plus twenty five percent (25%) for a single occupant. Submit receipts to the Territory office for payment. It is recommended to fill-up before beginning and at the end of trip.
2. Cost of gasoline plus thirty five percent (35%) for two or more occupants travelling in the same vehicle. Submit receipts to the Territory office for payment.
3. Meals en route and required meals during a meeting or event are reimbursed at cost up to \$35.00 per day. Submit receipts to the Territory office for payment.
4. Expenses for airfare, car rental and any and all other extra-ordinary expenses must be pre-approved by Administration Committee before making arrangements and/or commitments for travel.