



CESBA Expense Report

NAME: _____

ADDRESS: _____

CHEQUE PAYABLE TO (include mailing address for cheque) _____

DATE	LOCATION AND PARTICULARS	POSTAL CODE of departure	# of Kilometres	AMT @45 CENTS/km	TRAVEL AIR, TRAIN, RAIL, TAXI	HOTEL	MEALS dinner \$40 lunch and breakfast up to \$15	OTHER	DAILY TOTAL
	TOTAL – ALL COLUMNS								

Receipts are required for all expenses except kilometers driven. Please mail original receipts to CESBA, 165-215 Spadina Avenue, Toronto M5T 2C7. Receipts and the completed form must be sent within one month of the date the funds were spent. CESBA reserves the right to NOT reimburse participants if claims are received late.

Expense Claim Report Details Please turn over for page 2

CESBA Expense Report Details

SIGNATURE	DATE: YEAR. MONTH. DAY	CESBA AUTHORIZATION	DATE: YEAR. MONTH. DAY

NOTE 1 – CESBA will reimburse travel fees that are the least expensive mode of transportation (i.e. the return mileage between Toronto and Timmins is \$564 (the total cost at .40 cents per 705 KM = \$564.00). A Porter Airline ticket booked in advance is less expensive and can cost as little as \$400.00. Under extenuating circumstances, CESBA will reimburse travel expenses that are more expensive than the least expensive mode of transportation (i.e. when CESBA invites the person to participate in an activity when there is limited lead time). **Please book travel well ahead to save money on costs. We appreciate your attention to this matter.**

NOTE 2 -- CESBA is not able to pay for the following expenses:

- a) Seat selection
- b) Business or executive class fares
- c) Checked luggage costs
- d) Tips/gratuities related to travel
- e) Travel agent fees
- f) Costs for cancelled or re-scheduled flights
- g) Valet parking
- h) Mini bar expenses