



CESBA Expense Report

CESBA North - One representative of each school board and one coordinator from each AES regional partnership is eligible for reimbursement of expenses.

NAME: _____ SCHOOL BOARD: _____

CHEQUE PAYABLE TO _____

MAILING ADDRESS FOR CHEQUE: _____

DATE	LOCATION AND PARTICULARS	POSTAL CODE of departure	# of Kilometres	AMT @40 CENTS/km	TRAVEL AIR, BUS, TRAIN, TAXI	HOTEL at CESBA rate if less than 100 km away	MEALS dinner \$30; lunch and breakfast up to \$15	OTHER e.g. ECO – rebate (\$25 per event)	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. For inquiries please contact Urszula Mazur – umazur@cesba.com or by telephone at 416.597.1904 Ext. 3

***NEW Eco Transportation Rebate – Please complete if you qualify.**

1. If you took public transit instead of driving, circle which one: GO train, train, bus, subway, other, and # of kms _____
 or, if you carpoled or shared a taxi, indicate who you shared a car with: _____ and # of kms _____
2. a) Is this the first time you took public transit to a CESBA event? Yes No N/A
 b) Is this the first time you carpoled to a CESBA event? Yes No N/A
 c) Is this the first time you shared a taxi to a CESBA event? Yes No N/A
3. To what extent did this new \$25 Eco Transit rebate affect your transportation decisions?

None	Encouraging	Somewhat	Very much
	I would have made the decision anyway, but I like the affirmation	I was already considering this option, it helped confirm the decision	This initiative put the idea in my head and provided incentive to follow through

4. Comments:

EXPENSE CLAIM AUTHORIZATION

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 705 km and 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 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 | d) Checked luggage costs | g) Costs for cancelled or re-scheduled flights |
| b) Meals that were provided during the learning session | e) Tips/gratuities related to travel | h) Valet parking |
| c) Business/executive class fares | f) Travel agent fees | i) Mini bar or alcohol expenses |

Note 3 – Transportation options that are eligible for ECO Transit rebate:

- a) Public Transit – Go train, train, bus, subway
- b) Carpooling (driver and passenger(s) eligible for rebate)
- c) Shared Taxis (all passenger(s) eligible for rebate)

We realize not all attendees have these options, but we encourage those that do to choose the most ECO friendly way. \$25 is per round trip.