



**CESBA Expense Report, 2018/19 EDU Supported Events**

New Administrator Day, November 7, 2018, Chestnut Conference Centre, 89 Chestnut St. Toronto M5G 1R1

NOTE - this form must be completed, **signed and emailed along with scanned receipts** in order for the funds to be reimbursed. Hotel and travel costs are reimbursed only for those travelling more than 100 KM one way, calculated from their school to the event venue. **Please see details on page 2 – CESBA has a NEW MAXIMUM REIMBURSEMENT AVAILABLE for travel and hotel accommodation, based on distance from school to event venue.**

NAME: \_\_\_\_\_ SCHOOL BOARD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHEQUE PAYABLE TO (include mailing address for cheque): \_\_\_\_\_

				Partial reimbursement only. See details on page 2.					
DATE	LOCATION AND PARTICULARS	POSTAL CODE of departure	# of KM	AMT @ 40 /km	AIR, TRAIN, RAIL, TAXI, BUS, PARKING	HOTEL	MEALS	OTHER	DAILY TOTAL
	<b>TOTAL – ALL COLUMNS</b>								

Scanned receipts are required for all expenses except kilometers driven. Please email receipts and this completed form to [harnold@cesba.com](mailto:harnold@cesba.com). Receipts and the completed form must be sent within one month of the date of the event. CESBA reserves the right to NOT reimburse participants if claims are received late. For inquiries please contact Hillary Arnold – [harnold@cesba.com](mailto:harnold@cesba.com) or by telephone at 416.597.1904 ext. 2

### CESBA Expense Report Details

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

**NOTE 1** – CESBA will reimburse travel fees (at the levels outlined below) that are the **least expensive mode of transportation**. Please book travel well ahead to save money on costs. We appreciate your attention to this matter.

**Travel reimbursement (based on total of air, train, bus, car, taxi, and parking)**

- For those travelling up to 425km (calculated from their school to the event venue) there is reimbursement of up to \$150.00
- For those travelling over 425km (calculated from their school to the event venue) there is reimbursement of up to \$250.00

**Hotel reimbursement (CESBA makes every effort to arrange for a reasonably priced block booking, but the costs for accommodation generally exceed \$200/night)**

- For those travelling up to 100 km (calculated from their school to the event venue) there is no reimbursement for accommodation costs
- For those travelling over 100 km (calculated from their school to the event venue) there is a reimbursement of up to \$125.00/night

**Meal reimbursement (dinners are covered only on the night before the event)**

- For those travelling up to 100 km (calculated from their school to the event venue) there is no reimbursement for meal costs
- For those travelling over 100 km (calculated from their school to the event venue) there is a reimbursement of up to \$22.50 for dinner, \$12.50 for lunch and \$10.00 for breakfast. These allowances include taxes and gratuities.

**NOTE 2** -- CESBA is not able to pay for the following expenses (or any part thereof):

- a) Seat selection
- b) Meals that were provided during the learning session
- c) Business or executive class fares
- d) Checked luggage costs
- e) Travel agent fees
- f) Costs for cancelled or re-scheduled flights
- g) Valet parking
- h) Mini bar expenses or any alcohol expenses