

CESBA EXPENSE REPORT (December 2023)



TOTAL CLAIM:	\$ -
Name:	
Address:	
Email:	
Purpose:	

Scanned receipts are required for all expenses except mileage.

Please email receipts and this completed form to your CESBA Contact within one month of the date of the event.

CESBA reserves the right not to reimburse participants if claims are received late.

First time claimants *must return direct deposit form to the email address on the form.*

Mileage Reimbursement Calculator (@ \$0.60/km)

Date	Origin	Destination	# of KM	Amount
				-
				-
				-
				-
Class and Account:			TOTAL	-

Travel/Transportation Expense Reimbursement

Eligible for reimbursement:

Train, plane, or bus fares: economy only; Ubers, taxis, and parking

NOT eligible for reimbursement:

Seat selection, checked baggage, travel agent fees, change fees, valet parking, road tolls

Date	Origin	Destination	Detail	Amount

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Class and Account:		TOTAL	-
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Hotel/Accommodation Reimbursement

Eligible for reimbursement:

Accommodation if travelling more than 100km one way. Please make every effort to arrange for a reasonably priced booking at hotels or Airbnb. Max \$260/night based on season and location.

NOT eligible for reimbursement:

Travel less than 100 km one way. Minibar or room service charges.



Check-In	Check-Out	Number of Nights	Hotel/Airbnb	Amount
Class and Account:			TOTAL	-

Meals Reimbursement

Maximum Eligible for reimbursement: Up to \$50/day if travelling up to 100km. \$200/day if travelling more than 100km.

Reimbursement based on actual cost. Receipts must be submitted.

Date	Detail	Amount
Class and Account:		TOTAL
		-

Other expenses

Receipts must be submitted.

Date	Business Name/Organization	Detail	Amount
Class and Account:		TOTAL	-