

EXPENSE REIMBURSEMENT FORM

Name: _____ CSMLS ID #: _____
(please print)

Address: _____
(for mailing cheque)

Meeting(s): _____ Date(s): _____

Transportation Expenses (send copy of electronic tickets)

Airplane **Train** ☐ **Bus** Return fare: \$ _____

b. **Terminal transportation:**

home to terminal	\$	_____	
terminal to hotel	\$	_____	
hotel to terminal	\$	_____	
terminal to home	\$	_____	
			\$ _____ (subtotal)

c. **Automobile:** (distance _____ km) \$ _____

Parking: (receipt required) \$ _____

\$ _____
(subtotal)

d. **Hotel & Meal Expenses:** (Hotel bill must be attached- not required if covered under master acct.)

	Daily Rate	Date:	Date:	Date:	Date:	Date:	Date:
Breakfast	\$16.00						
Lunch	\$16.60						
Dinner	\$42.80						
Room							
Daily Total	\$75.40						

Note: Breakfast may be claimed for travel departures from home scheduled prior to 8:30 am and dinner for arrivals home after 5:00 pm

\$ _____
(subtotal)

Miscellaneous Expenses: (receipts required)

_____ \$ _____

_____ \$ _____

\$ _____
(subtotal)

Total

Expenses: Less: advance payment/other financial

support **Balance:**

due/owing

Signature: _____ Date Submitted: _____

Executive Office Use

Approved: _____

Dept./Acct.: _____

Travel, Accommodation & Expense Information

Transportation & Allowable Expenses

You are responsible for making your own airline bookings. Please book as far in advance to take advantage of the lowest fare possible.

You are also responsible for your own ground transportation to and from the airport. Taxi service is available at the airport upon arrival.

Toronto to/from Hamilton Service

Aero Port - 1-800-465-3434 (can call in advance to arrange). CSMLS will cover up to \$110.00 taxi service from Toronto Airport to Hamilton (including gratuity, receipt required).

Services in Hamilton area:

Hamilton Cab – (905)777-7777

Blue Line Taxi – (905)525-2583

CSMLS will cover up to \$45.00 for taxi service from Hamilton Airport to the Hotel (including gratuity, receipt required).

Travel (airline, train or bus) - the maximum allowable expense will be the lowest economy fare. CSMLS will cover the cost of standard seat fees. The purchase of upgraded seats or change fees must be approved in advance.

Airline Baggage Fee – allowable for meetings that are three(3) or more days.

Travel by Automobile – CSMLS provides an automobile allowance of \$0.50/km up to the cost of the lowest economy airline fare.

Parking – parking costs incurred while on CSMLS business will be covered (receipts required).

Hotel Expense

You are responsible for booking your own accommodations. Hotel booking information will be supplied on the Notice of Meeting and Intent to Participate Form. Accommodation costs will only be covered by CSMLS for volunteers who must travel **more than 30km** to the meeting/event.

The CSMLS will be billed directly for your stay (unless otherwise noted). Any incidentals you incur during your stay will be charged directly to you. You are responsible to leave a security deposit for incidentals. The hotel requires a credit card or cash deposit.

Meals Allowable

Meal Expenses:

- Breakfast \$16.00
- Lunch \$16.60
- Dinner \$42.80

Receipts are not required for meals (if meals are provided during your meeting, these are not allowable expenses).

Receipts

Receipts are required for transportation (including ground), hotel expense (other than the room that was directly billed to CSMLS) and for any extraordinary expenses.

Extraordinary expenses

Where unforeseen expenses occur while you are on CSMLS approved

business (e.g., weather, transportation disruptions, flight cancellation or significant delay to flight departure) please contact the office for guidance prior to making any changes.

Advance Reimbursement

An advance reimbursement may be requested for 100% of allowable Airline/Train/Bus expenses prior to the scheduled meeting (receipt required).

Submission of expenses

Expense forms and receipts should be submitted as soon as possible after the meeting (**within 2 weeks**). If money is owed to CSMLS, a cheque must accompany the expense form.

Receipts can be mailed, scanned and emailed or faxed (905- 528-4968). Originals are not required unless otherwise requested.

Eligibility for financial support

To be eligible for expenses, you are expected to attend all scheduled meetings for the entirety. Any problems in complying with this should be discussed with the meeting organizer.