

Northern Spirit Regional Council
The United Church of Canada

TRAVEL EXPENSE REIMBURSEMENT
Effective January 1, 2019

Vehicle Travel:

People travelling by private vehicle to and from a meeting will be reimbursed at the rate of **25¢** per kilometre for the actual distance travelled (return trip).

When carpooling, travel will be reimbursed at **30¢** per kilometre.

Meals:

People travelling to meetings will be reimbursed for meals en route. Costs of alcoholic beverages are not reimbursable.

Breakfast - up to **\$10**

Lunch - up to **\$15**

Dinner - up to **\$25**

Original receipts are required.

Accommodation:

People who must travel more than 250 km one-way to attend a meeting may claim for overnight accommodation

If accommodation is arranged for a meeting, participants must stay in the accommodation provided. If an individual chooses to stay elsewhere, s/he agrees to cover the entire cost of their own accommodation.

There is a ceiling on reimbursement for accommodation costs which is reviewed periodically by the Regional Council Executive. The ceiling for 2019 is **\$125.00** per night.

Original receipts are required.

Air or Bus Fare:

People travelling by airplane or bus will be reimbursed for the actual cost of the travel

Original receipts are required.

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PERSONAL EXPENSE REQUEST

Pay to:

Name: _____

Street or PO Box #: _____

Town/Prov/Terr: _____ **Postal Code:** _____

Claimant Signature: _____

Meeting of: _____

Location: _____ **Date:** _____

Please attach all receipts for Conference GST Rebate

Description of Claim:	Budget #	Amount
Vehicle Travel: _____ km Individual @ 25¢/km Carpool @ 30¢/km		
Other:		
<i>All Donations will receive a Charitable Donation Receipt # _____</i>	Total:	\$
	Donation:	\$
	Net Claim:	\$
Approved by: _____		Date: _____

SEND TO: Northern Spirit Regional Council
13535 122 Avenue NW
Edmonton AB T5L 2V7
NorthernSpirit@united-church.ca