



Suite 200, 1300 Yonge Street, Toronto, ON M4T 1X3 Canada
416.966.3424 • 1.800.268.7061 • FAX 416.966.5450

expense account form

Receipts must be attached for expenses over \$10.00. Financial regulations and additional instructions on reverse. PLEASE PRINT LEGIBLY.



MAY 6-8, 2015

Ambrosia Ballroom

Sheraton Toronto Airport Hotel

801 Dixon Road, Toronto, ON M9W 1J5

Deadline to submit claim: July 17, 2015

Name:	
Address:	
City:	Postal Code:

A. TRAVEL	Car _____ km @ 40¢ / km (Southwestern Ontario) OR @ 41¢ / km (Northern Ontario) (See back for details)	\$	
	Parking	\$	
	Air / Bus / Train	\$	
	Checked luggage (first bag only)	\$	
	Taxi / Limo / TTC	\$	TOTAL A \$

B. MEALS IN TRANSIT WHERE NECESSARY					
Maximum	\$8.75	\$11.25	\$20.00		
	Breakfast	Lunch	Dinner	Sub-total	
May 6	N/A		N/A		
May 7	N/A	N/A			
May 8	N/A	N/A			
					TOTAL B \$

ORIGINAL RECEIPTS MUST BE ATTACHED FOR PROCESSING OF CLAIM

NET CLAIM \$

Signature _____ Date _____ Authorizing Staff _____

FOR OFFICE USE ONLY

APPROVED BY			Account to be charged		
ID No. 99999		Description: May 6-8, 2015			
Amount		Cheque No.		Cheque Date	
Explanation		Exp. Code	Amount	GL Dr.	GL Cr.
May 6-8, 2015		440		12640	

FINANCIAL REGULATIONS & ADDITIONAL INSTRUCTIONS RE EXPENSES

(Please read carefully)

General

OTF will reimburse actual and reasonable expenses incurred while acting on Federation business. Expense claims will be processed promptly, providing the Expense Account Form is complete, valid, signed and all required receipts are attached.

Receipts must be provided for any expense over \$10.00.

Expense accounts should be submitted promptly following the function. OTF reserves the right to not provide reimbursement after 60 days following the function.

A. Travel

OTF will reimburse for transportation that is the most direct and economical, to a maximum of the cost of a **Tango** air ticket. (*Note: OTF will not cover the cost of seat selection*) OTF will cover the cost of one piece of checked luggage each way on a Tango air ticket. Highway 407 tolls will not be reimbursed.

Actual invoices must be submitted for car rentals; credit card vouchers are not suitable.

For expenses related to distance traveled by car in kilometres, refer to the following boundaries that define North Ontario.

The district of Muskoka is considered to be situated in the North. For highway 400, the boundary starts north of Port Severn and north of Severn Bridge on highway 11. Between these locations, the Severn river serves as the boundary. To the east of Severn Bridge, the district of Muskoka is bounded by highways 11, 118, 35, 60 (from Oxtongue Lake to Killaloe) and 62 up to Pembroke.

B. Meals

All on-site meals will be provided **except** for dinner on Thursday, May 7, which participants will eat on their own. Dinner on May 7 is the **only** meal during the conference that will be reimbursed. Meals in transit, where necessary, will be covered according to the Ministry of Education rates stated on page 1 of this form.

C. Accommodations

OTF will cover accommodation for May 6 and 7, 2015.

D. Note

The Ministry of Education does not reimburse expenses of a personal nature, including but not limited to: recreational purposes (video rentals, mini-bars); personal items; traffic and parking violations; alcoholic drinks; meals and drinks for friends or family members.