



TRAVEL EXPENSE FORM

OHTN Expense Form Instructions

This travel information applies to members of the Board of Directors, OHTN staff and any other person who is required to submit expense claims for trips made on official business for the OHTN.

1. Travel

Air: economy travel

Rail: coach class

Bus: regular fare

Private car = mileage

Note: Please attach your ticket receipt & boarding pass (if applicable) to this claim.

Taxi: Original receipts are required for taxi fares as well as for parking charges.

Note: Taxi chits can be obtained from the OHTN. Please be sure to put your name on the taxi chit.

TTC: Original receipts are required (TTC does issue receipts upon request).

2. Accommodation

Moderately priced hotels are to be used and reimbursement is provided for the room only – items such as laundry service, pay-per-view, mini-bar items will not be reimbursed. Room service will be treated as a meal and an itemized receipt is required. If desired, a member may make accommodation arrangements (e.g. with a relative or friend) and claim **\$30.00** per night for such accommodation. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.

3. Daily Meals

Reimbursement for meal expenses incurred in Canada is subject to the maximum rates set out on the reimbursement form. The rates are not an allowance. They are for individual meals – you must have eaten the meal to be able to submit a claim for reimbursement. These rates include taxes and gratuities. **Itemized receipts must be attached**, credit card and debit slips will not be considered a receipt and will not be reimbursed. Meals provided at the meeting cannot be claimed and **no alcoholic beverages will be reimbursed.**

4. Other

Please identify what the expense is and attach an original receipt to this claim.

5. General

For travel outside Canada, all expenses will be reimbursed in Canadian funds for the equivalent of the currency for the amount claimed. The maximum meal allowance will be based on federal guidelines.

If you are unsure, please send us the expense claim form with a short note.

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