

Rotarel Inc.

Travel Expense Claim Form

Date of Claim

Name of Traveller

Destination

Executive Approval Date

Reason for Travel

Date Departed

Date Returned

Reimbursement Details:

	#	Rate	Amount	GST*
Auto (Per KM)		\$ 0.40		
Other (Specify)				
-				
-				
-				
TOTAL				

CLAIM SUBMITTED BY:

Traveller Signature

CLAIM APPROVED BY:

Executive Signature

\*Where the reimbursement ties to an actual invoice the GST amount on the invoice should be used.

In instances such as mileage GST should be calculated at 5/113 of the total amount paid based on current sales tax rates of 5% GST and 8% PST. This is important because 50% of GST paid can be recovered by Rotarel.

Other Comments:

- All travel must have the expressed pre-authorization of the Executive to be reimburseable
- Rates of reimbursement must not exceed the standard reimbursement amounts approved by the Executive
- Travel claim forms must be completed in full and approved by a member of the Executive who is not the individual travelling
- Hotel costs will be paid at their actual amount. Hotel rooms should be selected to strike a reasonable balance between quality and cost. Unless extenuating circumstances arise and the excess cost is pre-approved by the Executive the per night rate should not exceed \$150.00 before taxes and fees.
- All reasonable efforts should be undertaken to "car-pool" when more than one individual is travelling.
- If inclement weather or poor road conditions are present the traveller is expected to delay travel as is reasonably needed to maintain safety.
- Evidence of travel such as hotel bills and other documents should be attached to this claim and maintained on file