



### EXPENSE CLAIM FORM

(UPDATED January 2020)

Name (Payee - Please Print)	Mailing Address
Meeting/Workshop Name	Meeting/Workshop Date

**SUBMISSION DEADLINE: 10 days from the last day of meeting/workshop**

Date M/D	Details	#KM	\$KM	Meal Maximums			Travel/ Parking	Other (incl. Child Care)	Total Amount
				B-10.00	L-12.50	D-22.50			
<b>COLUMN TOTALS</b>									

Signature of Claimant:	Office Use Only Date Approved (yyyy/mm/dd)
Date (yyyy/mm/dd)	OAN Manager Name (Please Print)
	OAN Manager Signature



### **OAN Expense Form Instructions**

This travel information summary applies to members of the Board of Directors, OAN staff and any other person who is required to submit expense claims for travel. Please see the OAN Travel Guidelines for more detailed information.

#### **Travel**

Air: Economy Class

Rail: Coach Class

Bus: Regular Fare

Car: Kilometres only will be paid. If renting a car, prior approval must be obtained.

**Note:** When applicable, please attach your ticket receipt. For air and rail, travel should be arranged through the OAN travel agent, Amanda Kelly of Premiere Group travel. Amanda can be reached via email at [amanda@premieregroup.com](mailto:amanda@premieregroup.com) or via phone at 416-968-2455 or toll free: 1-888-644-5623.

Taxi: Original receipts are required for taxi fares.

Parking: Original receipts are required for any parking charges.

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

#### **Accommodation**

The OAN will book your hotel accommodation and will pay for room and tax only. Any items such as laundry service, pay-per-view or mini-bar will not be reimbursed. Room service will be treated as a meal and an itemized receipt is required. If desired, an individual may make accommodation arrangements with a friend or relative 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.

#### **Daily Meals**

Reimbursement for meal expenses is subject to the maximum rates set out on this expense 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 – creditor debit card slips will not be considered a receipt and will not be reimbursed. Meals provided at the meeting/workshop cannot be claimed and no alcoholic beverages will be reimbursed.

#### **Other**

All expense claims should be submitted to the OAN at the following address:

Ontario AIDS Network  
252A Carlton St. 3<sup>rd</sup>. Floor  
Toronto ON M5A 2L1

If you have any questions about your expense claim, please contact the organizer of the meeting/workshop you attended either via email or phone. This information can be found on the OAN website at [www.oan.red](http://www.oan.red)