



# expense account form

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



**November 23-24, 2017**

**Hilton Mississauga/Meadowvale  
6750 Mississauga Rd, Mississauga, ON L5N 2L3**

**Deadline to submit claim: January 26, 2018**

Name:	
Address:	
City:	Postal Code:

<b>A. TRAVEL</b>	Car _____ km @ 40¢ / km (Southwestern Ontario) <b>OR</b> @ 41¢ / km (Northern Ontario) (See back for details)	\$	
	Carpooled with:		
	Parking <i>(complimentary at hotel)</i>	\$	
	Air / Bus / Train	\$	
	Checked luggage (first bag only)	\$	
	Taxi / Limo / TTC	\$	TOTAL A \$

B. MEALS IN TRANSIT WHERE NECESSARY					
Maximum	\$10.00	\$12.50	\$22.50		
	Breakfast	Lunch	Dinner	Sub-total	
Nov. 23, 2017	N/A		provided		
Nov. 24, 2017	provided	provided			
					TOTAL B \$

**ORIGINAL RECEIPTS MUST BE ATTACHED FOR PROCESSING OF CLAIM**

<b>NET CLAIM \$</b>
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Signature \_\_\_\_\_ Date \_\_\_\_\_ Authorizing Staff \_\_\_\_\_

## FOR OFFICE USE ONLY

<b>APPROVED BY</b>			Account to be charged 14540		
ID No. 99999	Description TLLP Summit - November 23-24, 2017				
Amount	Cheque No.	Cheque Date			
Explanation	Exp. Code	Amount	GL Dr.	GL Cr.	
November 23-24, 2017	440		14540		

# 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.

Actual invoices must be submitted for car rentals; credit card vouchers are not suitable. Please remember to submit your gas receipts along with your car rental invoice. OTF does not reimburse mileage for car rental.

Highway 407 tolls will not be reimbursed.

For expenses related to distance traveled by car in kilometres, refer to the following boundaries that define Northern 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. Therefore, meals during the conference will not be reimbursed.

## **C. Accommodations**

Hotel arrangements will be made by OTF on your behalf and accommodation costs will be billed directly to OTF.

## **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.

## **E. Other Expenses**

OTF does not reimburse gratuities or incidentals.

## **F. Supply/Release Time**

All invoices for release time should be directed to:

Valerie Clark  
Ministry of Education  
900 Bay Street, Mowat Block, 13th floor  
Toronto, ON M7A 1L2

If your board prefers, it may send the invoices to Valerie Clark by email at: [valerie.clark2@ontario.ca](mailto:valerie.clark2@ontario.ca).

Questions regarding requests for release time can be directed to Rima Khullar at [TLLP-PALPE@Ontario.ca](mailto:TLLP-PALPE@Ontario.ca)