



Expense Claim Form - Forward to: INR Program Coordinator, BC Association of Community Response Networks (BC CRN),
15008 - 26th Ave, Surrey, BC, V4P 4H5 **Email:** itsnotright@bccrns.ca | **Fax:** 604-531-9498

NAME: _____

SUBMIT RECEIPTS FOR ALL EXPENSES INCURRED

ADDRESS: _____

\$ SPENT FOR MEALS IN EXCESS OF DAILY RATE
WILL BE DEDUCTED FROM BALANCE PAYABLE.

INR TRAINING DATE & LOCATION: _____

PHONE: _____ **EMAIL:** _____

SIGNATURE: _____

SEE REVERSE FOR ALLOWABLE EXPENSES

Date	Description	Air	Hotel	Meals	Kilometres	Other	GST	Office use	Total
Meeting: INR Training					Total:				
Date(s) (DDMMYYYY):					Less Advance:				
City of Origin:					Less Expenses Not Allowable:				
City in which training was held:					Balance Payable:				
<i>For Office Use Only</i>									
Approved by: _____					Date: _____			Cheque #: _____	



BC ASSOCIATION OF

Community Response Networks

Stopping Adult Abuse and Neglect ...Together.

INSTRUCTIONS FOR SUBMITTING EXPENSE REPORTS:

- Expenses **must** be submitted on this Expense Claim Form.
- Attach all official receipts. If claiming car allowance, attach a list of the names of passengers transported to the meeting.
- Expense reports are to be submitted to the Accounting Office **within one month of incurring the expense**. Expense reports not submitted within one month may not be eligible for reimbursement.
- Invoices and receipts can be mailed to the address at the top of the form, or scanned and submitted electronically to the INR Program Coordinator (itsnotright@bccrns.ca).
- Expenses are only paid out once a month, usually in the first week.

ALLOWABLE EXPENSES:

- Maximum daily meal allowance \$49.00, receipts must be submitted.
- Hotel accommodation, at recommended hotel, for shared accommodation.
- \$20 per 100 km for gas allowance
- Please try to car pool wherever possible. Maximum allowable is equivalent to economy air fare.
- Train, bus, air fare (economy only)
- Taxi to and from airport.
- Transportation expenses calculated from home address to and from city where meeting is held.

NON-ALLOWABLE EXPENSES:

- Overnight accommodation with relatives\friends is not a reimbursable expense.
- Movies, alcohol, day care, travel cancellation insurance, food and items of a personal nature are not reimbursed.
- Personal phone calls are not reimbursed.