



KFA Expense Claim

Name: _____

From: _____
To: _____

PLEASE NOTE POLICY PRINTED ON THE BACK OF THIS FORM
Please attach receipts for all items except meals and mileage.

Date	Purpose & Location	Mileage (km)	Rate (\$0.55/km)	Accommodations	Meals (see below for rates)	Parking	Dependant Care	Telecommunications	Misc.	Total
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										Total
										\$ -

Notes: _____

Signature: _____

Approved: _____ Date: _____

Mileage - One-way campus to campus:

Surrey to Langley = 18.9 km	Cloverdale to Langley = 5.4 km
Surrey to Richmond = 24.1 km	Cloverdale to Richmond = 37.0 km
Surrey to Cloverdale = 14.1 km	Cloverdale to Surrey = 14.1 km
Langley to Surrey = 18.9 km	Richmond to Langley = 43.0 km
Langley to Richmond = 43.0 km	Richmond to Surrey = 24.1 km
Langley to Cloverdale = 5.4 km	Richmond to Cloverdale = 37.0 km

Meals:

Breakfast = \$12.00
Lunch = \$17.00
Dinner = \$27.00

Incidentals: \$10 per day

POLICY ON TRAVEL EXPENSE CLAIM

This policy applies to all claims to KFA for travel expenses pertaining to meetings or other KFA business occurring on or after June 2001.

GENERAL:

Individuals seeking reimbursement for expenses incurred while traveling on KFA business must submit an Expense Claim Form with ORIGINAL receipts (where possible).

Expense Claim Forms are normally submitted within two (2) weeks after the meeting/event, or trip. Expenses in addition to those detailed below are not reimbursed unless the President authorizes them in advance.

TRANSPORTATION:

The most direct and efficient mode of transportation is used unless otherwise approved in advance by the President.

Airfare: (Receipts required)

Actual cost for airfare is reimbursed. Whenever possible, airplane tickets are booked in advance to take advantage of any special airfares which may be available.

Ferry, Train, or Bus (Receipts required)

Actual costs are reimbursed.

Taxi: (Receipts required)

Actual costs, including tips, are reimbursed.

Auto: (no receipts required)

Individuals are reimbursed for the use of personal vehicles at the rate of \$.55 per kilometer.

One-way campus-to-campus mileages are listed on the front of the expense claim form.

Individuals choosing to travel by personal or rental vehicle when air transportation is available are reimbursed at the above rate only up to the cost of a 14 day advance concession airfare. Any additional accommodation or meal expenses incurred as a result of choosing to travel by personal vehicle are the responsibility of the individual.

If an individual uses his/her personal vehicle on KFA business more than four times a month or more than 1600 kilometers per year, the cost of additional business-use insurance will be reimbursed by KFA if approved in advance by the President.

Car Rental: (Receipts required)

The actual cost of car rentals at the site of the meeting is reimbursed up to \$60.00 per meeting. Additional car rental expenses may be authorized by the President.

ACCOMMODATION: (Receipts required)

Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out KFA business. The most reasonable accommodation in the immediate vicinity of the individual's meeting or business is used. For all meetings held at the KFA office or conferences at a hotel, accommodation is booked through KFA office for the designated hotel with which KFA has negotiated special rates.

Substitute hotels are normally not allowed unless previous arrangements have been made, and will be reimbursed only up to the cost of the KFA designated hotel.

An allowance of \$17.00 per night is paid when an individual arranges private accommodation.

INCIDENTIALS: Individuals are reimbursed \$10/day for incidental expenses, which covers items such as laundry, dry cleaning, gratuities, daily paper, etc.

MEALS: (No receipts required)

Where a meal is claimed:

Meal allowance:

Breakfast.....\$12.00

Lunch.....\$17.00

Dinner.....\$27.00

Where a meal is provided by the KFA:

The meal allowance is not applicable when meals are provided by the KFA at meetings or other events.

Unless otherwise approved by the President, meals supplied for guests/family will be deducted at the KFA meal allowance rates (see above), children 12 and under at 50%.

DEPENDANT CARE: (Receipts required)

Receipted dependant care expenses (e.g. children, eldercare, disabled care) will be covered for members on KFA business.

Telephone: The actual cost of telephone calls while away on KFA business will be reimbursed to a maximum of \$5.00 per day and no more than a total of \$25.00 per week. Receipts must be provided.

Hospitality: The hospitality expenses are not normally reimbursed, unless authorized by the President.

Other expenses: The actual cost of other usual minor expenses, e.g. parking is reimbursed. Additional expenses are not reimbursed unless authorized in advance by the President.