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TERF - Jan '22

TRAVEL EXPENSE REPORT FORM

TRANSPORTATION: The method of travel is the traveller's option; however the most economical means is required; ie. if travelling by air - take advantage of excursion fares, advance bookings, etc; pooling by car, whenever possible; etc. Personal vehicle reimbursement is \$0.48/km.

RECEIPTS: Receipts are required for air travel, car rentals, train, bus / taxi, accommodations, as well as any appropriate miscellaneous expenses. ALL totals for expenses must be supported by receipts.

MEALS: (INCLUDING GRATUITIES) inside New Brunswick outside New Brunswick
Daily Total \$35.00 \$45.00

Receipts for entertainment / hospitality are also required; providing prior approval has been obtained.

AUTHORIZATION: All travel expenses must be authorized in advance, by Council / Executive Director. Members, travelling on NBSCETT / StagN-B business, shall be reimbursed for legitimate expenses incurred. **Please note:** when travelling on Society business, keep in mind that this is YOUR Society, and not a private company, government/crown corporation; and these expenses must be paid through your dues.

PURPOSE OF TRIP: _____

DATE(s) _____

TRAVEL: From: _____ To: _____ **Return []**

Own vehicle: _____ km@rate = \$ _____ Rental: \$ _____ Fuel: \$ _____ Tolls/Parking: \$ _____

Air Fare: \$ _____ Bus/Taxi: \$ _____ other: _____ **Transportation Sub-Total** \$ _____

Meals Sub-Total \$ _____

ACCOMMODATIONS:

Name of facility: _____ Nightly Rate: \$ _____ (include taxes)

Number of nights: _____ Hosting: \$25.00/night: _____ Other expenses: _____

Accommodations Sub-Total \$ _____

MISCELLANEOUS: Registration: \$ _____ Other: _____ **MISC. Sub-Total** \$ _____

I declare all expenses listed are accurate and on behalf of the NBSCETT. TOTAL \$ _____

Signature: _____ Print Name: _____

OFFICE USE ONLY:

Approved: _____ Budget Item: _____ Cheque # _____ Date: _____