



Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
autorisés de l'Ontario

158 Pearl Street, Toronto, Ontario M5H 1L3

MOHLTC Project: 21-Sep Mississauga Level One

NAME: _____

ADDRESS: _____

PHONE: _____

E MAIL: _____

ROOM SHARED WITH: _____

SIGNATURE: _____

EXPENSE REPORT

LIST EXPENSES IN CHRONOLOGICAL ORDER

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

SUBMIT RECEIPTS FOR ALL EXPENSES INCURRED

SEE REVERSE FOR ALLOWABLE EXPENSES

| Date | Description | Air | Hotel | Meals | Kilometres | Other | HST | Office use | Total |
|------|-------------|-----|-------|-------|------------|-------|-----|------------|-------|
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|-----------------------------|---|
| Meeting: | Total: Less Advance: Less Expenses Not Allowable: Balance Payable: |
| Date(s) (DDMMYYYY): | |
| City of Origin: | |
| City in which meeting held: | |

For Office Use Only

Approved by: _____ Date: _____

Members are encouraged to travel in the most economical way possible, giving consideration to sharing travel, making reservations early enough to qualify for economy rates, renting a van to travel in groups, and expensing actual gas use for long distances.

INSTRUCTIONS FOR SUBMITTING EXPENSE REPORTS:

- Expenses **must** be submitted on this Expense Account 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.
- Notify the Accounting Office if payment is not received within thirty days of submitting the account.

ALLOWABLE EXPENSES:

- Maximum daily meal allowance \$45.00, receipts must be submitted.
- Hotel accommodation, at recommended hotel, for shared accommodation. If you choose to room alone you must pay the other 50% of the room cost.
- Kilometres:
 - Southern Ontario \$0.40 cents/km
 - Northern Ontario \$0.41 cents/km (defined as Sault Ste Marie, Sudbury, North Bay and vicinities and north and west)
 - Please try to car pool wherever possible. Maximum allowable is equivalent to economy air fare. Claims for km reimbursement are audited prior to approval.
- Air fare (economy only), bus, train.
- 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, items of a personal nature are not reimbursed
- Loss of salary or salary replacement are not reimbursable
- Personal phone calls are not reimbursable

RECEIPTS

- RNAO auditors require receipts to justify expenditures of Association monies.
- Only expenses for which official receipts are submitted will be paid.

January 2012