2016 Board Expense Report & Policy

ADR Institute of Alberta

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Name:
Address:

Directors, by virtue of their position, are permitted to make travel arrangements that best suit their professional schedules and commitments. Prior approval is not required.
Directors are encouraged to incur expenses that are reasonable, prudent and defendable to our membership. Car pooling is encouraged, and the use of commercial air should be kept to a minimum. Travel to and from Alberta is not normally covered, nor is travel to a Director's city of residence for meetings conducted there. When circumstances dictate a higher than normal expense, it is recommended that the President and/or ED be advised by email. Hotels and some meals will normally be booked and paid for by ADRIA staff.
Claim form must be signed. Your signature certifies that expenses are accurately recorded and were legitimately incurred on ADRIA business.

Date	Description and/or Reason for Expense	Km	Km Rate	Parking	Travel	Meals	Hotel	Other	Incidentals	GST	LINE TOTAL
			$ -								$ -
			$ -								$ -
			$ -								$ -
			$ -								$ -
			$ -								$ -
			$ -								$ -
			$ -								$ -
			$ -								$ -
			$ -								$ -
										TOTAL	$ -

Expenses should be reasonable and prudent, and should reflect your actual expenditures, including taxes and tips. For reference only, the 2015 federal government maximum amounts payable for meals and incidentals are:

Breakfast:	$ 16.55
Lunch	$ 16.85
Dinner:	$ 44.40
Meal allowance total:	$ 77.75
Incidental allowance:	$ 17.30
Daily Total meals and incidentals:	$ 95.05

Personal vehicle KM Rate: $ 0.45
Alcohol purchases are not claimable.
Claims are to be submitted **within 30 days** of travel or expense.

CLAIMANT

DATE:_____

SIGNATURE:_____

Payment APPROVAL (for ADRIA admin)

NAME:_____

DATE:_____

SIGNATURE:_____

Updated
Dec. 2015