



218, 11010 142 ST NW  
Edmonton AB T5N 2R1  
780-423-4440

Office Notes

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Association/Institution: \_\_\_\_\_

Event: \_\_\_\_\_

Mailing Address for Expense Refund: \_\_\_\_\_

Telephone (personal): \_\_\_\_\_ Work: \_\_\_\_\_

Date mm/dd/yyyy	Transport		Meals				Meals (receipts required)	Accommodation <i>i.e. hotel expenses</i>  (receipts required)  If staying with relatives or friends, a charge of \$15 per night may be claimed	Misc. Expenses  <i>i.e. parking, gas, etc</i> (receipts required)  Incidentals may be charged \$5 per day (24 hour stay required)	Comment/Note
	Mileage for vehicle may be claimed at \$0.45 per km		Per Diem (no receipts required)							
	Method  <i>Taxi, Air, Other – receipts required</i>  KMs	Amount	B \$10	L \$15	D \$20					
<b>Total</b>										

Signature/Initials \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ Balance Owing \_\_\_\_\_

**Note: in order to avoid unnecessary delay in processing, please fill out the entire form and ensure all required receipts are attached as a PDF. Email completed form and receipts to admin@acifa.ca or mail your claim and original receipts to the above address.**

# ACIFA TRAVEL AND OTHER EXPENSES POLICY

## Travel and other expense regulations

For attendance at authorized meetings, workshops, conventions and approved functions of sister organizations.

1. Reasonable subsistence expenses on an actual cost basis upon submission of appropriate receipts. Otherwise, a maximum of \$50 per diem may be claimed, based on: Breakfast \$10, Lunch \$15, Dinner \$20, Incidentals \$5. In general, actual costs will be approved up to 1.5% of the per diem; gratuities will be reimbursed up to 15% of bill. We must receive a detailed invoice. **Alcohol charges will not be reimbursed; meal costs in excess of 50% the per diem rate will not normally be reimbursed.**
2. The maximum claimable for staying with friends/relatives is \$15 per night.
3. Individual Faculty or Academic Staff Associations are responsible for identifying individuals who will be authorized to attend ACIFA functions, Presidents' Council, Executive, Standing and ad hoc Committees for which ACIFA reimbursement is to be received.
4. Air travel will be at economy/coach fare levels at most; mileage for one car per institution may be claimed at 45 cents per kilometer, up to equivalent economy air fare plus related expenses. Unless weather is a factor or a higher cost form of travel is preapproved, travel will be reimbursed at the lower of air or vehicle costs.

For prompt payment of claims, fully documented with **proof of receipts**, send completed claim to:  
ACIFA, 218, 11010 142 ST NW T5N 2R1 or email same to admin@acifa.ca

**Proof of receipts** must be received before reimbursement can be released.

## **ACIFA MILEAGE CHART – FOR THE CALCULATION OF EXPENSES (one way)**

<b>Leduc to</b>	<b>Km</b>	<b>Edmonton to</b>	<b>Km</b>	<b>Calgary to</b>	<b>Km</b>
Edmonton	35	Calgary	305	Edmonton	305
Calgary	269	Fairview	541	Fairview	822
Fairview	581	Fort McMurray	444	Fort McMurray	731
Fort McMurray	475	Grande Prairie	452	Grande Prairie	719
Grande Prairie	491	Lethbridge	509	Lethbridge	216
Lethbridge	473	Lloydminster	254	Lloydminster	519
Lloydminster	280	Medicine Hat	539	Medicine Hat	293
Medicine Hat	508	Olds	222	Olds	90
Olds	182	Red Deer	161	Red Deer	145
Red Deer	124	Vermilion	196	Vermilion	481
Vermilion	223	Lac La Biche	224	Lac La Biche	514
Lac La Biche	254	Slave Lake	251	Slave Lake	551
Slave Lake	288				

***We encourage you to take advantage of Electronic Funds Transfers for reimbursement. Please provide your banking information if you would like to receive your reimbursement in this form.***