

General Instructions

A separate claim form should be prepared for each function requiring an expense claim. If some trip covers two or more functions, please indicate on claim form the appropriate cost allocation for each function.

A. TRAVEL

1. Payment will be made for travel over the most direct route.
2. Economy airfare only may be claimed.
3. If driving your own vehicle, a member may claim for the lesser of economy airfare or kilometres where applicable.
4. A member may claim kilometreage in getting to the airport, as in Corner Brook to Deer Lake.
5. Return Distances in Kilometres:

	Corner Brook	Gander	Clarenville	St. John's	Deer Lake	Stephenville
Stephenville	154	914	1214	1592	254	—
Deer Lake	100	598	896	1274	—	254
Gander	700	—	298	662	598	914
Corner Brook	—	700	996	1374	100	154
St. John's	1374	662	378	—	1274	1592
Clarenville	996	298	—	378	896	1214

6. The Association's kilometre reimbursement rates for paved roads shall be established at 40% of the average cost of self-serve, regular gasoline, as determined on the first day of each fiscal quarter and remaining constant for the specific quarter, to a maximum of the non-taxable vehicle allowance per kilometre as established by the Canada Revenue Agency. It is understood that the average cost referenced herein shall mean the cost as determined for the island portion of Newfoundland and Labrador.
7. Taxi Fares should be receipted.

B. HOTEL

Show Room Charge Only — please provide receipt.

C. MEALS

A per diem of \$75^{.00} will usually apply. Breakfast – \$20^{.00}, Lunch – \$20^{.00}, Dinner – \$35^{.00}.

D. DEPENDENT CARE

Your claim must be accompanied by receipt.

E. PRIVATE ACCOMMODATIONS

\$25^{.00} maximum will be paid to those using private accommodations instead of hotel rooms.

F. OTHER

To cover expenses not included under previous headings. A brief explanation should be given in the description column.

G. PLEASE COMPLETE THE LOWER RIGHT HAND SECTION. FROM THE TOTAL, DEDUCT:

1. Charges such as hotel or airlines which may have been billed direct to NLTA.
2. Credit card payments made by NLTA Executive (attach receipts).

THIS WILL LEAVE A TOTAL OF YOUR CLAIM.