



Travel Expense Claim Voucher

Claimant: _____

Local Number: _____

Mailing Address: _____

Position in Union: _____

Home Address: Same As Mailing: ___ OR

Postal Code: _____

Location of Work: _____

Town of Work: _____

Purpose of Trip: _____

Date	Particulars	Meals		Room		Kms Travelled	Cost of kms travelled		Other
COLUMN TOTALS: (\$)									

For Office Use Only

Total Claim: \$ _____
 LESS: Advance Received: \$ _____
 Balance Due Claimant/Association: \$ _____

_____ Account Number

I hereby certify that the above expenses and allowances are in accordance with those allowed under the Association regulations and relate solely to approved Association Business.

_____ Recommended For Approval

_____ Approved For Payment

_____ Signature

_____ Cheque Number

SEE REVERSE FOR DETAILS
MAILING ADDRESS: 330 Portugal Cove Place, P.O. Box 8100, St. John's NF A1B 3M9
(St. John's Office Long Distance # 1-800-563-4442; Local # 754-0700; Fax # 754-0726)

FORM MUST BE FULLY COMPLETED BEFORE PAYMENT CAN BE PROCESSED.

GENERAL INSTRUCTIONS

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

Travel

1. Payment will be made for the most direct and economical route.
2. Mileage - **(this rate changes monthly- please check with the Accounting Department for the current rate)**. Minimum in-town travel is \$10.00 return.
3. Kilometers between places (one way) as accepted by the Finance Committee is as per the Newfoundland and Labrador Government Road Distance Data Base: www.stats.gov.nl.ca/datatools/roaddb/

4. Airport Service

- (a) Transportation to and from an airport may be claimed up to limousine rates. Taxi fares up to five dollars (\$5.00) each way may be claimed without a receipt. **Receipts will be required for amounts in excess of five dollars (\$5.00) or in excess of the set limousine rates.** Taxi fares may be claimed by Association on approved Association business if supported by vouchers.
- (b) Limousine service to and from airports; stations, etc., may be claimed up to the established limousine rates in the area.

5. Hotel

- (a) Claims for private/personal accommodations will be \$40.00 per day (effective June 1, 2022)
- (b) All hotel and travel requirements shall be booked through NAPE's Head Office.
- (c) A \$10.00 per night incidental rate will be paid to those residing away from home overnight.

6. Meals

The maximum rates for meals while traveling for period of less than one (1) day shall be as follows (inclusive of taxes and gratuities):

Breakfast	\$	15.00
Lunch		20.00
Dinner		30.00
TOTAL:	\$	65.00

When meal(s) is/are paid for directly by the Association, the daily rate claimed for that day shall be reduced accordingly.

7. Other

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