



## 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 NL A1B 3M9  
(St. John's Office Nos. 1-800-563-4442 or 709-754-0700; Fax: 709-754-0726)

**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 DataBase:  
[www.stats.gov.nl.ca/datatools/roaddb/](http://www.stats.gov.nl.ca/datatools/roaddb/)
4. Hotel
  - (a) Vouchers or receipts not required for hotel accommodations less than forty dollars (\$40.00) per day.
  - (b) All hotel and travel requirements shall be booked through NAPE's Head Office.
  - (c) A \$20.00 per night incidental rate will be paid to those residing away from home overnight.

### 5. Meals

The maximum rates for meals while travelling 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.

### 6. Other

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