



Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
autorisés de l'Ontario

158 Pearl Street, Toronto, Ontario, M5H 1L3

EXPENSE REPORT

NAME: _____

ADDRESS: _____

PHONE: _____

ROOM SHARED WITH: _____

SIGNATURE: _____

SUBMIT RECEIPTS FOR ALL EXPENSES INCURRED

\$ SPENT FOR MEALS IN EXCESS OF DAILY RATE WILL BE DEDUCTED FROM BALANCE PAYABLE

EXPENSES SUBMITTED AFTER 30 DAYS MAY BE DISALLOWED

IF YOUR CLAIM EXCEEDS THE NUMBER OF DAYS OF THE MEETING, PLEASE EXPLAIN

SEE REVERSE FOR ALLOWABLE EXPENSES

Date	Description	Air	Hotel	Meals	Kilometres	Other	HST	Office use	Total
Meeting:					Total:				
Date(s) (DDMMYYYY):					Less Advance:				
City of Origin:					Less Expenses Not Allowable:				
City in which meeting held:					Balance Payable:				
<i>For Office Use Only</i>									
Approved by: _____									
Date: _____									

RECEIPTS MUST BE ATTACHED

Members are encouraged to travel in the most economical way possible, giving consideration to sharing travel, making reservations early enough to qualify for economy rates, renting a van to travel in groups, and expensing actual gas use for long distances.

INSTRUCTIONS FOR SUBMITTING EXPENSE REPORTS:

- Expenses **must** be submitted on this Expense Account Form.
- Attach all official receipts. If claiming car allowance, attach a list of the names of passengers transported to the meeting.
- Expense reports are to be submitted to the Accounting Office **within one month of incurring the expense**. Expense reports not submitted within one month may not be eligible for reimbursement. **Expense reports not submitted within the fiscal year (ie. October 31) will be rejected.**
- Notify the Accounting Office if payment is not received within thirty days of submitting the account.

ALLOWABLE EXPENSES:

- Maximum daily meal allowance \$45.00, receipts must be submitted.
- Hotel accommodation, at recommended hotel, for shared accommodation. If you choose to room alone you must pay the other 50% of the room cost.
- Kilometres:
 - Southern Ontario .40 cents/km
 - Northern Ontario .41 cents/km (defined as Sault Ste Marie, Sudbury, North Bay and vicinities and north and west)
 - Please try to car pool wherever possible. Maximum allowable is equivalent to economy air fare. Claims for km reimbursement are audited prior to approval.
- Train, bus, air fare (economy only)
- Taxi to and from airport.
- Transportation expenses calculated from home address to and from city where meeting is held.

NON-ALLOWABLE EXPENSES:

- Overnight accommodation with relatives\friends is not a reimbursable expense
- Movies, alcohol, day care, travel cancellation insurance, food and items of a personal nature are not reimbursed
- Personal phone calls are not reimbursed

RECEIPTS:

- RNAO auditors require receipts to justify expenditures of Association monies.