



ipac NL EXPENSE ACCOUNT INFORMATION

ipac NL is a non-profit organization which operates on limited funds obtained from membership fees and education webinar/conference returns. Claimants are urged to use moderation in their selection of accommodation, and consider sharing rooms where possible.

All expense claims must pertain to ipac NL business.

General Information

- a) No payments will be made in excess of the allowances established.
- b) All expenses must be covered by receipts unless otherwise stated. Receipts must clearly show the GST/HST amounts paid. This includes receipts/itineraries for air travel booked online.
- c) For exceptional circumstances, please discuss with the IPAC NL Executive.
- d) Retain a copy of claimed expenses for your records.
- e) Claims for international travel must be made in Canadian funds.
- f) Reimbursement requests are to be made using the **ipac NL Expense Claim form**.
- g) All claims are submitted to the ipac NL Treasurer for review and reimbursement.
- h) With the exception* of the ipac NL president's flight and/or IPAC CANADA Conference fees, reimbursement will occur AFTER travel is completed and travel claim is submitted with original receipts to the current treasurer.

The following are the allowable expenses which may be claimed.

A. Transportation and Travel Standards – Receipt to be provided including GST/HST amounts paid

1. Air Travel - Economy class (Representatives are reminded to book in advance for lowest possible rate.) ipac NL does not pay travel agency fees, seat selection, extra personal baggage (after first bag), or change fees.
2. Rail - Coach class.
3. Bus - Submit all ticket stubs or receipts with expense claim.
4. Private Vehicle - Indicate the number of kilometers and claim \$.42 (cents) per kilometer. Include necessary parking receipts. (The maximum amount refunded will be equal to economy air fare.)
5. Taxi - Receipts are required. Where a taxi is shared by other ipac NL representatives, disclose names of all persons on the travel claim.
6. Parking – parking will be paid for representatives meeting in their own city or for those who have travelled by private vehicle. See #4 above.
7. The least expensive means of transportation will be used and refunded.

B. Accommodation – Receipt are required including GST/HST amounts paid

1. ipac NL choice of hotel or equivalent hotel is to be used. A per diem rate of \$15.00 will be paid for private residential accommodation.

C. Meal Allowance – Receipts are required including GST/HST amounts paid

1. The maximum amount to be reimbursed is \$70.00 per day. Where no meals are provided, the following allowances will be considered: Breakfast \$15.00; Lunch \$20.00; Dinner \$35.00. No meal allowance will be allowed if meals are provided at the meeting/event.

D. Other

1. Costs associated with transportation of Poster Presentations for Conference (maximum not to exceed cost of one additional baggage fee)

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