



The Alpine Club of Canada

Board Meeting Expense Claim

This *Interactive Claim Form* only works with Acrobat and requires that "Highlight Fields" in the purple bar is enabled. Complete the form electronically, print a copy and mail it with your receipts. Or, if you wish to submit it via e-mail, use "Print" and select "Adobe PDF" as the printer (NB: do not use "Save As" because it will not keep your data). Submit the printed PDF with scans of your receipts.

Please complete this form and submit it with your receipts promptly.

Name: _____ Phone: _____				Meeting this Expense Claim is for:			
E-mail: _____				Spring	Exec	Year:	
Address: _____				Fall	Board		
				Other:			
OFFICE USE ONLY:	Date incurred:			Expense Description:	Amount before taxes:	Tax amount:	Total
	dd	mm	yyyy		\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
Mileage: Use Google Maps to determine the kilometres.							
Departure location:				Arrival location:		Kilometres:	Rate:
							x \$0.40 \$
							x \$0.40 \$
Date:	dd	mm	yyyy	Board Member's signature:			TOTAL due: \$

Receipts must be attached to Expense Claim
Please forward Expense Claims to:

Toby Harper
 Directeur des programmes | Programs Director
 Club alpin du Canada | Alpine Club of Canada
 P.O. Box 8040, Canmore, Alberta, T1W 2T8
 Phone: (403) 678-3200 ext 109 | Fax: (403) 678-3224
 E-mail: tharper@alpineclubofcanada.ca

Comments:

OFFICE USE ONLY:	
Date:	Approved:

Travel Expenses Reimbursement Policy

This policy is intended to provide guidelines for the reimbursement of expenses for ACC Executive Committee (EC) and Board of Directors (BD) members who attend EC/BD meetings. Any questions regarding the policy or its application should be directed to the ACC National Office Manager.

General

The ACC will reimburse EC/BD members for reasonable costs incurred to attend EC/BD meetings, as per this policy. Reimbursement will occur upon receipt in the National Office of an EC/BD member's statement of costs incurred, together with a copy of all relevant receipts **within two months of the meeting date**.

Travel Expenses

EC/BD members will assist the Club in minimizing its meeting expenditures by

- Utilizing the least expensive, practical mode of travel from their home to the meeting site.
- Proactively pursuing opportunities to reduce their (and therefore the Club's) meeting expenses wherever possible e.g. by teaming up with other EC/BD members to share rental or personal vehicles.
- When renting cars, always check for the best price and use discount codes whenever possible such as these codes when booking Budget or Avis online:
 - ◆ for Budget enter the code < U289605 > under "offer code" or "BCD".
 - ◆ for Avis enter the code < X799464 > under "AWD".
- All reasonable "personal vehicle" mileage claims will be reimbursed at \$0.40/km. Individuals should attempt to travel together unless multiple vehicles are required. Mileage claim details should be reported on the expense claim, stating departure and arrival locations and total kilometres for each leg (Google Maps is recommended). The ACC's \$0.40/km reimbursement is designed to address fuel costs, wear and tear, and insurance for personal vehicles. The ACC cannot be held responsible for damage or other expenses incurred related to the use of personal vehicles in support of Club activities.

Within this context, EC/BD members will be reimbursed for the cost of travelling to an EC/BD meeting using a commercial airline or by driving to the meeting site, whichever total cost is lower.

The "commercial airline" option costs include:

- Return economy airfare.
 - Travel to and from the EC/BD member's home airport by car (at 40 cents per kilometre, plus reasonable airport parking fees) or by taxi, whichever is lower.
 - Travel to and from the closest airport to the meeting, using the least expensive practical mode of transport available.
- All commercial airline bookings are to be made by EC/BD members.

The "driving" option costs are:

- The number of kilometres driven (using the primary route from the EC/BD member's home to the site of the meeting) times 40 cents per kilometre, or
- The costs of renting a car and driving it to/from the meeting, whichever is lower.

Accommodations Expenses

The ACC will arrange and pay for accommodations for EC/BD members for the night before the meeting begins, and the night(s) that the meeting is in progress. All other accommodations arrangements and costs are the EC/BD member's responsibility.

Food Expenses

The ACC will arrange and pay for food for EC/BD members for the duration of the official meeting program. All other food arrangements and costs are the EC/BD member's responsibility.

Other Expenses

The ACC does not anticipate reimbursing EC/BD members for any other costs associated with their attending a meeting. Inquiries regarding exceptional circumstances should be directed to the ACC National Office Manager.