

Claimant

Name

Association / union

Date

Event

Claim for

- CAUT Council
 Forum / Workshop

Meeting Expense Claim

Travel

Please include receipts. Parking, taxi & shuttle service **NOT** included.

Airfare

+

Seat selection

+

Baggage fees

Auto kilometres

x

Kilometre rate

+

Bus / train

1

2

Cannot exceed the cost of return economy airfare

Subsidy for hotel / per diem

Please attach hotel receipts

Per night

x

of nights

Hotel total

▶ 3

Room + taxes

Per diem

x

of days

Per diem total

▶ 4

Less

Total FA membership

x

of days

+

Meals provided

▶ 5

Total subsidy for hotel / per diem 6

▶

Line 3 + 4 – line 5

7

Total from line 6
If negative, enter 0

Reimbursement cheques are made payable to the Faculty Association.

Please complete in full & attach all receipts.
Only signed & dated forms accompanied by receipts will be processed.

Submit completed claims to: 2705 Queensview Drive, Ottawa, Ontario K2B 8K2
Tel: 613-820-2270 / Fax: 613-820-7244 / Email: belsher@caut.ca

CLAIM TOTAL

Line 1 + 2 + 7

Cheque payable to

Association / union

Address

City

Province

Postal code

Signature (of claimant)

Date signed

FOR OFFICE USE ONLY

Approved