**Classis Alberta North Expense Reimbursement Request**

 (Cheque payable to Claimant)

Date:

Does this request for reimbursement involve travel expenses? [ ]  Yes

Trip destination and purpose:

 Trip dates: from       to

Itemize and attach all original, detailed receipts (including GST amount). Debit/credit card slips are not valid receipts without purchase details. For air travel claims, attach ticket/itineraries and boarding passes. Submit claims for reimbursement within 90 days of incurring the expense. Expenses for alcoholic beverages are not reimbursable. Classis reimburses the cost of meals, provided supporting documentation indicates the items purchased, date, purpose and the names of individuals partaking in the meal.

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| --- | --- | --- | --- | --- |
| **Date of Expense** | **Description of Expense** | **Vendor Name****(Supplier of goods or services)** | **Amount** | **GST****(included in Amount)** |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| Total expenses |  |       |       |
| Deduct advance, if applicable |  |        |  |
| **Net expenses payable (or repayable)** |  |       |  |

I hereby certify that the expenses were made on behalf of Classis Alberta North only and are not being reimbursed by any other organization or agency. If such reimbursement occurs subsequently, I agree to repay Classis.

[ ]  I wish to donate all or $       of the above claim to Classis Alberta North. Classis will provide a tax receipt for income tax purposes in lieu of reimbursement.

Requested by:

 Claimant Name Claimant Signature

 Claimant Address

Approved by:

 Fund Chair (or delegate) Name Fund Chair (or delegate) Signature

Upon approval, send form and receipts to: **Mike Vos**

 **129 Oeming Road NW**

 **Edmonton AB T6R 1M1**

Classis reimburses necessary and reasonable travel expenses incurred. Mode of transportation is selected by the individual considering cost efficiency, time, weather conditions, safety and options available. Personal vehicle travel is reimbursed at 50¢ per kilometre (for the first 5,000 km per year; 44¢ per km thereafter) for the first 250 km of a trip, 40¢ for the kms 251 - 500 and 30¢ for kms 501 and over. Rental vehicle travel is reimbursed at rental cost plus fuel purchased. Version: Nov 2019