



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

Expense account form for Board of Directors and Assembly

Name: _____

Address: _____

Phone: _____

Event attended: _____

Room shared with: _____

Signature: _____

- Receipts must be attached.
- \$45 daily maximum for meals is only applicable where a meal is not provided.
- Expenses submitted after 30 days may be disallowed.
- If your claim exceeds the number of days of the meeting, please provide an explanation.

Return to: RNAO
500-4211 Yonge Street
North York, ON M2P 2A9
Attention: Chevonne Cordle

See reverse for allowable expenses

| Date | Description | Air | Hotel | Meals | Kilometres | Other | HST | Office use | Total |
|------|-------------|-----|-------|-------|------------|-------|-----|------------|-------|
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|-----------------------------|---|
| Meeting: | Total: Less Advance: Less Expenses Not Allowable: Balance Payable: |
| Date(s) (DDMMYYYY): | |
| City of Origin: | |
| City in which meeting held: | |

For Office Use Only

Approved by: _____

Date: _____

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 **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.
- Shared hotel accommodations, at RNAO rate. If you choose to room alone you must pay the other 50% of the room cost.
- Kilometers:
 - Southern Ontario .56 cents/km
 - Northern Ontario .57 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.