

[exec.director@orcc.ca](mailto:exec.director@orcc.ca)

# Expense Report

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reason for Claim: \_\_\_\_\_

**Certification:**

I certify that I incurred the above expenses on behalf of the Ottawa River Canoe Club, and that no other organizations or individuals paid or will pay me a subsidy, contribution, or honorarium towards these expenditures.

Claimant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Approved by:

Date of Cheque Requisition:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Cheque number: \_\_\_\_\_

## ORCC- Expense Policy

(Updated: June 14th, 2022)

### General

### GENERAL

1. Claims must be submitted to the ORCC Executive Director (exec.director@orcc.ca) NO LATER THAN THIRTY (30) DAYS AFTER THE LAST DAY of the event/meeting; otherwise reimbursement will not be provided.
2. Original receipts for all expenses including mileage and meals are required; otherwise payment will not be made.
3. Please allow 2 weeks for reimbursement.

### EXPENSES REIMBURSEMENT

<u>Meals</u>	Maximum \$60.00 per day
(Canada)	\$60.00 for each day away from home and the applicable meal allowances for partial days away from home.
	Meal Breakdown Guidelines: Breakfast V \$ 7.00
	Lunch V \$10.00
	Dinner V <u>\$25.00</u>
	Total V \$42.00
	When you have cooking facilities meal allowance drops to \$20/day.
<u>Accommodation</u>	All accommodation reservations must be made through the ORCC Executive Director. Reimbursement for accommodation will be provided upon the provision of original receipts. The amount of such reimbursement will not exceed the rate received through the ORCC bookings. If single accommodation is requested by claimant, the claimant will be responsible for the cost difference between single and shared accommodation. If staying with friends or family, accommodation claim will be limited to \$12.00 per day
<u>Travel</u>	<b>Private Car:</b> For distance over 80 km round trip, the total of road travel (\$0.55/km) or advance booking economy airfare, whichever is less.
	<b>Air/Rail:</b> Maximum allowance is equivalent to advance booking economy airfare. All air travel must be booked through ORCC Board approval.
<u>Taxi/Airport Bus</u>	ORCC will only pay up to the cost of the airport bus for ground travel to and from the airport. (If airport bus is offered by hotel.)
	ORCC does not, as a policy, <u>fully reimburse</u> for taxi fares, unless the fare is shared with another ORCC claimant.
<u>Trailer Towing</u>	ORCC will reimburse \$1.10/km for towing the big trailer and \$0.70 /km for towing the small trailer.
	Any claims over \$500 must be approved by the Executive Director.