



Expense Claim Form

To: Financial Administrator (Harman Dhaliwal)

Date: _____

From: _____

Signature: _____

Position: _____

Auth: _____

Date	Details	Travel		Tel. Calls	Meals	Supplies	Misc.
		Kms.	Accom				
Subtotals							

Summary	
Item	Amount
Kilometres: _____ x .54	\$
Accommodation	
Telephone Calls	
Meals	
Supplies	
Miscellaneous	
Subtotal	
Less Advance	
Total Claim	

Date Paid: _____ Chq No. _____

FSA EXPENSE CLAIM FORM

INSTRUCTIONS

1. The FSA will pay mileage for travel on authorized FSA business.
2. When claiming mileage, please state purpose of travel, departure and destination locations, and total mileage (use as many lines and forms needed to complete information). Standardized mileage for frequently traveled distances:

Chilliwack - Abbotsford	31.2 kms.	Abbotsford – Mission	17.5 kms.
Chilliwack – Hope	54.7 kms.	Abbotsford – Agassiz	55.3 kms.
Chilliwack - Agassiz	25.7 kms.	Abbotsford – Hope	82.6 kms.
Chilliwack - Mission	48.0 kms.	Agassiz - Hope	33.8 kms.
Chilliwack - CTC (Abby)	37.2 kms.	Abbotsford - CTC (Abby)	6.0 kms.
Chilliwack – Chwk North Base	7.5 kms.	Abbotsford – Chwk North	34.6 kms.
Mission - Hope	102.7 kms.	Mission – Aggasiz	37.8 kms.
Mission – CEP/TTC	47.4 kms.	Abbotsford – CEP/TTC	33.8 kms.

3. Travel is normally paid on the basis of the standardized mileage between campuses cited above.
4. All out-of-district travel must have appropriate prior approval.
5. When claiming travel expenses besides mileage, please attach all receipts. Reimbursement for meals, hotels, parking, transportation, registration and other expenses related to travel is limited to the amount actually paid and indicated by receipts.
6. Executive Members are expected to travel as efficiently as possible. Car pools are encouraged when more than one person is traveling to the same destination. Long distance travel claims are normally limited to the lower cost of lowest available return economy airfare or mileage.
7. Completed expense claim forms must be submitted no later than 30 days during Winter and Fall sessions and 60 days in Summer sessions after the event for which the expenses are being claimed.