

Canadian Mathematical Society TRAVEL/EXPENSE CLAIM FORM

Please consult your Committee Chair or other person responsible for the budget in question for prior approval of your travel claim. Send your completed form, with all required receipts to:
Canadian Mathematical Society, 209-1725 St. Laurent Blvd, Ottawa, Ontario K1G 3V4

<i>See reverse for details on required receipts</i>	Date:	Date:	Date:	Date:	Totals (separate US from CDN expenses)		
					US	GST/HST	CDN
Travel (air, train, car)							
Taxis (receipts required)							
Accommodation - basic room and taxes only (\$20 per day for private accommodation)							
Breakfast \$10.00 per day							
Lunch \$12.00 per day							
Dinner \$30.00 per day							
Misc. (receipts needed if other than per diem)							
Per Diem \$10.00 per day							
Cheque to be issued in: <input type="checkbox"/> Canadian funds <input type="checkbox"/> US funds				Total Expenses	\$	\$	\$
I would like to make a donation to the CMS.				Amount	\$	\$	\$
Totals in the other currencies will be converted accordingly and only one cheque will be issued. A US exchange rate is established on the first of every month.							

Committee / Board:	Position:
Purpose of Trip:	
Name:	Signature :
Address:	
Telephone:	Email:

FOR OFFICE USE ONLY				
RECEIPTS: All original receipts are attached? <input type="checkbox"/> YES Partially reimbursed travel receipt stamped and returned? <input type="checkbox"/> YES <input type="checkbox"/> N/A				
AMOUNT TO BE CHARGED AGAINST BUDGET (CDN)	CHOOSE ONE ONLY		Approved by (SIGNATURE)	Date
	PAY IN CDN FUNDS	PAY IN US FUNDS		
\$	\$	\$		
Charge to: _____				

NOTES ON EXPENSE CLAIMS

The CMS travel/expense budget is severely limited. It is hoped that individuals attending business meetings who are eligible to make expense claims will seek alternative and/or supplementary means of support. For example, business trip can often be combined with a research-oriented trip, and expenses can be claimed from a research grant. Also, the individual should seek support for this trip from his/her own institution.

1. Travel claims and submission and approval:

Claims should be made within one week of the completion of the trip and are usually processed within three weeks of receipt.

Please complete ALL sections of the form, including the address section.

Please consult your Committee Chair or other person responsible for the budget in question for prior approval (prior approvals should be sent to the CMS Manager, Finance and Operations at finances@cms.math.ca). Sending prior approval to the office ensures that we have the information required to evaluate and approve your claim without delay.

2. Travel:

Travel should be arranged using the most economical and practical mode as follows:

- a) by air, using economy fare;
- b) by rail/bus
- c) by rental car, if this is practical and economical - *THIS MUST BE PRE-APPROVED*
- d) by privately owned vehicle within a 200 km radius of point of departure. In this case, the rate of reimbursement is 35 ¢ per km. If, by exception, a privately owned vehicle is used outside the 200km radius, reimbursement is made at the lowest of 35 ¢ per km or the lowest equivalent airfare.

NOTE : If claiming travel by rental car or by privately owned vehicle (over 200 km radius), please obtain written confirmation of the lowest equivalent airfare from your travel agent and attach this to your claim. The lack of this information may cause delays in reimbursement.

REQUIRED RECEIPTS: For travel by air, rail or bus, the customer's copy of the fare ticket is required as a receipt. For electronic tickets the electronic ticket receipt is required. Please obtain it from your travel agent or follow the on-line instructions for printing the receipt. **Boarding passes are also required as proof of travel.**

Full reimbursement: As this copy is required for the return trip, those requesting and expecting full reimbursement of their travel fees should submit their claim upon completion of the trip.

3. Accommodation:

Expenses are based on a maximum of 2 nights' accommodation per business meeting. Only standard accommodation is reimbursed. Original receipts are required.

4. Meals:

Expenses are based on a maximum of 3 days of meals per business meeting. However, when meals are included in the meeting, air / train fare, or in the costs of registration fees, no claim for that meal may be made. No receipts are required.

5. Miscellaneous Expenses:

The per diem allowance is meant to cover incidental expenses such as gratuities, laundry, dry cleaning and local telephone calls. No receipts are required.

Receipts are required for any other expenses claimed here.

6. Donations to the CMS:

If the claimant wishes to donate a portion or all of his / her expenses, the travel claim form should be completed as usual, including all appropriate receipts. The amount of donation is to be written on the line under total expenses. An income tax receipt will be sent for donations over \$10.00 with the balance of the reimbursement.

**All original receipts must be attached. Partially reimbursed receipts will be stamped and returned.
Credit card receipts do not qualify as receipts.**