



Expense Reimbursement (CSRT Staff and Volunteers)

Full Name: _____
Email address: _____
Event/Purpose: _____

Item #	Description of Expense	Date incurred (mm/dd/yyyy)	KM	Per Diem	Amount
Ex	<i>Drive from Vancouver City to Airport</i>	<i>11/22/2019</i>	<i>10</i>		<i>\$ 5.20</i>
Ex	<i>Taxi – Toronto Pearson To Westin</i>				<i>\$25.68</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

This form shall be sent with all applicable receipts to Reimbursements@CSRT.com.

Please refer to CSRT Reimbursement guidelines on the next page.



REIMBURSEMENT GUIDELINES

Transportation (original receipts required)

1. Maximum allowance for transportation will be the equivalent of economy airfare plus transportation to and from the airport or station terminals.
2. In the case of airfare expenses, tickets will have been booked with the CSRT travel agent. Airfare purchased through other means will not be reimbursed without prior approval from the CSRT. Whenever available and feasible, seat sale fares should be used in place of full economy fare.
3. The purchase of air flight insurance will not be reimbursed by CSRT.
4. Use of airport bus service is encouraged, when available.
5. For travel destinations of less than 200 km, use of train or bus transportation is encouraged. Expenses will be reimbursed up to economy airfare.
6. Those travelling by automobile will be allowed expenses at the rate of \$0.52 per kilometre plus parking, up to a combination of economy airfare and airport transportation (fare to be determined by CSRT).
7. Car rental costs (including parking) and train or bus fares (including taxis to and from terminals) will be reimbursed up to economy airfare and airport transportation service.

Accommodation (original receipts required)

1. Reimbursement is based on single room rate.
2. Where provision for direct billing is made by the CSRT Office, members are responsible to pay for incidentals/personal expenses (movies, telephone calls, valet, etc.), on checkout.

Per Diem (receipts not required)

Per diem is provided for each day while on CSRT business, this includes travel days, and/or events/meetings lasting over 4 hours. Per diem is intended to cover various incidental expense such as coffee, laundry, telephone calls, etc. Regardless of whether meals are provided at meetings attended, the per diem can be claimed by the CSRT Board of Directors, CSRT staff and representatives/volunteers (BoD May 2008).

- Per diem for domestic CSRT business is \$70/day.
- Per diem for US/International CSRT business is \$100/day.

Miscellaneous Expenses

1. Only legitimate CSRT expenses will be reimbursed.
2. Telephone – Please provide a copy of your personal telephone bill highlighting calls for CSRT business and indicate the purpose of the call. When calling someone at CSRT Office, please use the toll free number at 1-800-267-3422.

Notes:

1. Expenses for a companion are not covered by the CSRT. If such expenses are included on your receipts, they must be deducted on your expense form.
2. Please allow four weeks for receipt of your reimbursement, from the time you submit your expense form to CSRT Office.
3. For any questions or concerns, contact the CSRT Office (csrt@csrt.com).