



**CANADIAN SOCIETY OF RESPIRATORY THERAPISTS**  
**SOCIÉTÉ CANADIENNE DES THÉRAPEUTES RESPIRATOIRES**

## Expense Reimbursement

Full Name:

Email address for E-Transfer payment:

Event/Purpose:

REIMBURSABLE EXPENSES (ACCOMODATION/TRANSPORTATION) – PLEASE ATTACH RECIEPTS				
Item #	Description of Purchase	Subtotal	Sales Tax	Total
1				
2				
3				
4				
5				
REIMBURSABLE EXPENSES TOTAL				
PER DIEM – NO RECEIPTS NEEDED				
Item #	Per Diem Description	Rate	# of Days	Total
6	Daily Rate (Domestic Travel)	\$70.00		
7	Daily Rate (US/International Travel)	\$100.00		
PER DIEM TOTAL				
AUTOMOBILE MILEAGE REIMBURSEMENT – NO RECEIPTS NEEDED				
Item #	Trip Description	Rate	# of KMs	Total
8		\$0.68		
MILEAGE TOTAL				
TOTAL REIMBURSEMENT TO BE PROCESSED (TOTALS 1-8 AS APPLICABLE)		TOTAL		

This form shall be sent with all applicable receipts to [Reimbursements@CSRT.com](mailto:Reimbursements@CSRT.com).

Please refer to CSRT Reimbursement Policy for further guidelines on reimbursements



## REIMBURSEMENT GUIDELINES

**Transportation:** When approved in advance, transportation expenses are provided. Original receipts are required for reimbursement.

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 airfares should be used in place of full economy fare.
3. The purchase of air flight insurance will not be reimbursed by CSRT.
4. Those travelling by automobile will be allowed expenses at the rate of \$0.68 per kilometer plus parking, up to a combination of economy airfare and airport transportation (equivalent fare to be determined by CSRT).
5. 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:** When approved in advance, accommodation expenses are provided. Original receipts are required for reimbursement.

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:** When approved in advance, a per diem is provided. Receipts are not required for per diem.

Per diem is intended to cover meals and various incidental expense (e.g., coffee, laundry, wifi fees, etc.), regardless of whether any meals are provided at meetings/events attended.

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

### Additional 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. Payments will be processed via E-transfer; please ensure the email address on the form is up to date and correct.
4. For any questions or concerns, contact the CSRT Office (csrt@csrt.com).