



Expense Reimbursement

Full Name: _____
Email address: _____
Event/Purpose: _____
Are you a speaker at the event? Yes No

Item #	Description of Expense	KM	Per Diem	Amount
Ex	Drive from Vancouver City to Airport	10		\$ 5.20
Ex	Taxi – Toronto Pearson To Westin			\$25.68
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 Policy for further guidelines on reimbursements



CANADIAN SOCIETY OF RESPIRATORY THERAPISTS
SOCIÉTÉ CANADIENNE DES THÉRAPEUTES RESPIRATOIRES

CONFERENCE SPEAKERS

The CSRT will pay travel and accommodation expenses for speakers as confirmed in previous correspondence. Included in the travel expenses are taxi, parking and baggage fees. Please be advised that the CSRT **does not** reimburse any food and beverage expenses. For speakers travelling by automobile, the CSRT will reimburse 0.52 per kilometer, plus parking, the total not exceeding the equivalent of economy travel (as determined by the CSRT). Claims in excess of the approved allowances will be deducted from payment.

EXPENSE ALLOWANCE 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. Whenever available and feasible, seat sale airfares should be used in place of full economy fare.
2. The purchase of air flight insurance will not be reimbursed by CSRT.
3. Use of airport bus service is encouraged, when available.
4. For travel destinations of less than 200 km, use of train or bus transportation is encouraged. Expenses will be reimbursed up to economy airfare.
5. 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).
6. 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 personal expenses (movies, telephone calls, valet, etc.), on checkout.
3. Members who pay directly for accommodation should use the expense account form to claim reimbursement.

Per Diem (receipts not required)

Those traveling on CSRT business will be asked to submit reimbursement claims based on the following:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$35.00
Incidentals	<u>\$10.00</u>
Total	\$70.00/day

Per diem is provided for all relevant meeting days, including travel days. A per diem will be paid for attendance to meetings and/or events lasting over 4 hours. Any event and/or meeting of less than 4 hours will be broken down according to the relevant meal allocation amounts. 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 (BoD May 2008).

The incidentals amount is to cover various items such as tips, coffee, laundry, telephone calls, etc. This amount can be claimed for each day a volunteer or staff member is traveling.



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If volunteers or staff members choose to eat with a group they will be expected to contribute from their per diem to cover their share of the meal costs.

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.
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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. **ADVANCES ARE AVAILABLE ON REQUEST FROM THE CSRT OFFICE.** Please allow up to two weeks for processing.
3. Please allow four weeks for receipt of your reimbursement, from the time you mail your expense form to CSRT Office.