



## General Instructions

A separate claim form should be prepared for each function requiring an expense claim. If some trip covers two or more functions, please indicate on claim form the appropriate cost allocation for each function.

### A. TRAVEL

1. Payment will be made for travel over the most direct route.
2. Economy airfare only may be claimed.
3. If driving your own vehicle, a member may claim for the lesser of economy airfare or kilometres where applicable.
4. A member may claim kilometreage in getting to the airport, as in Corner Brook to Deer Lake.
5. Return Distances in Kilometres:

|              | Corner Brook | Gander | Clarenville | St. John's | Deer Lake | Stephenville |
|--------------|--------------|--------|-------------|------------|-----------|--------------|
| Stephenville | 154          | 914    | 1214        | 1592       | 254       | —            |
| Deer Lake    | 100          | 598    | 896         | 1274       | —         | 254          |
| Gander       | 700          | —      | 298         | 662        | 598       | 914          |
| Corner Brook | —            | 700    | 996         | 1374       | 100       | 154          |
| St. John's   | 1374         | 662    | 378         | —          | 1274      | 1592         |
| Clarenville  | 996          | 298    | —           | 378        | 896       | 1214         |

6. The Association's automobile reimbursement rates shall be established at 40% of the average cost of self-serve, regular gasoline, as determined on the first day of each fiscal quarter and will remain constant for the specific quarter. It is understood that the average cost referenced here shall mean the cost as determined for the island portion of the province.
7. Taxi Fares, if in excess of \$5<sup>00</sup> per trip, should be receipted.

### B. HOTEL

Show Room Charge Only — please provide receipt.

### C. MEALS

A per diem of \$68<sup>00</sup> will usually apply. Breakfast – \$15<sup>00</sup>, Lunch – \$20<sup>00</sup>, Dinner – \$33<sup>00</sup>.

### D. DEPENDENT CARE

Your claim must be accompanied by receipt.

### E. PRIVATE ACCOMMODATIONS

\$25<sup>00</sup> maximum will be paid to those using private accommodations instead of hotel rooms.

### F. OTHER

To cover expenses not included under previous headings. A brief explanation should be given in the description column.

### G. PLEASE COMPLETE THE LOWER RIGHT HAND SECTION. FROM THE TOTAL, DEDUCT:

1. Charges such as hotel or airlines which may have been billed direct to NLTA.
2. Credit card payments made by NLTA Executive (attach receipts).

**THIS WILL LEAVE A TOTAL OF YOUR CLAIM.**