

North Okanagan Shuswap Teachers' Association

364 Ross St. N.E., Box 187, Salmon Arm, BC, V1E 4N3 250-832-1933 www.nosta83.com



EXPENSE VOUCHER

Effective January 1, 2023

Please **PRINT** in ink.

Is this a new address? Yes No

Name _____
Last Name First Name

Address _____

City _____ Postal Code _____ Local No. _____

Expenses in connection with _____
Dates

TRANSPORTATION <i>(Note 1 overleaf)</i>		
Automobile (km) x 68¢ from	to	+ return
Bicycling (km) x 26¢ from	to	+ return
Airport Tax/Highway Tolls		
Bus / Taxi / Parking		
Ferry from	to	+ return
Shared accommodation incentive <i>(Note 3 overleaf)</i>		
MEALS <i>Please do not claim for meals on days when you attend an organized event where meals are provided.</i>		
breakfasts @ \$20 on (dates)		
lunches @ \$25 on (dates)		
dinner @ \$40 on (dates)		
ORIGINAL RECEIPTS are required for all expenses below this line		
Airfare from	to	+ return
Car rental <i>(Note overleaf)</i>		
Hotel <i>(Note 2 overleaf)</i>	_____ nights @	
Telephone		
Dependant care <i>(Note 4 overleaf)</i>		
hours of care @ \$		
days (24 hrs) @ \$		
OTHER EXPENSES (receipts required) ALL RECEIPTS & VOUCHERS MUST BE ORIGINALS		
		TOTAL EXPENSES

Date _____ Signature _____ Approved by _____

FOR ACCOUNTING USE ONLY

DESCRIPTION	PPBS CODE	AMOUNT
	4 0	

Notes on BCTF Expense Policy 2014–15

(See *Members' Guide to the BCTF* for complete regulations)

1. Members should use the fastest and most economical mode of transportation and book air travel in advance with W.E. Travel Ltd. (Refer to Special Regulations governing use of automobiles—10.I.04)
2. Members should stay at one of the hotels on the BCTF preferred list whenever possible. Claims should be for single rates only. When staying with friends and relatives, members may claim \$30 per night in lieu of hotel costs.
3. Where members attending a BCTF meeting choose to share accommodation, each member shall be eligible to receive \$20 per night. A receipt would not be required.
4. Members incurring dependant care expenses due to attendance at BCTF meetings, **that would not otherwise have been incurred**, may claim expenses according to 10.I.28. Receipts containing the amount and the name and address of the caregiver are required. Allowable rates are \$18 per hour to a maximum of \$240 in any 24-hour period. For any amounts in excess of these maximums, **prior approval** of program co-ordinator is required.

RECEIPTS

All receipts must be originals. Credit card receipts are not acceptable. Photocopies, faxes, e-mail are not acceptable. Original receipts are required for the following expense items: airfare, automobile rental, hotel, telephone, dependant care, and other expenses. The receipts must be from the business establishment.

Vouchers without supporting receipts will not be processed and will be returned to the member.

Vouchers must be submitted within two months after the year-end (June 30) in which the expense was incurred.

AUTOMOBILE RENTAL [10.I.04(5)]

Approval of the program co-ordinator must be obtained **before** renting an automobile. The least expensive car available should be rented. A copy of the rental agreement and the receipt for payment must be submitted with the claim for reimbursement. When renting automobiles you will be offered supplemental insurance for the collision deductibility. The BCTF separately insures the collision deductible and will take responsibility for it if you have an accident. Therefore, do not incur this extra expense.

OWN AUTOMOBILE

Staff persons and members must carry their own automobile insurance for passenger hazard, third-party liability, collision, etc. The BCTF will not reimburse anyone for losses incurred from accidents, parking or traffic violations. In no case shall anyone be entitled to any personal gain or profit arising out of the use of an automobile on BCTF business.

VOUCHERS AND PAYMENT PROCEDURE

After being approved by the program co-ordinator, expense vouchers are submitted to the BCTF Accounting Department and a reimbursement cheque will be mailed to the member. The Accounting Department will pay expense claims up to \$100 in cash if claimed in person at the department, but is unable to cash members' expense cheques.

PAYMENTS FOR SERVICES

Individuals are responsible for reporting any and all income on their tax returns, whether or not they receive a T4A recording the payment. The BCTF issues T4As to individuals who are not employed by the BCTF but who receive a fee for services rendered. Some examples of this type of payment are: daily TOC rate for work on committees, honorariums, presentation fees, hourly rates for services provided, per diems, etc.