



DELTA TEACHERS' ASSOCIATION

110 – 4977 Trenant Street, Delta, BC V4K 2K5

EXPENSE VOUCHER

STAPLE RECEIPTS TO BACK

Name _____

School _____

Home Address _____

Date	Committee/Description	# of Km	Meals	Other	AMOUNT
TOTAL					

Signature _____ Date _____

- Km: \$0.54 per km**
- Meals: Breakfast: \$14.00**
- Lunch: \$16.00**
- Dinner: \$26.00**

DTA Policy re: Expense Allowance

General

The member should not be 'out-of-pocket' in respect of necessary expenses when on DTA business.

What is Chargeable

1. First class train fares plus berth or roomette, bus, ferry or plane fares (economy class whenever possible at costs). Receipts required.
2. Limousine and taxi charge at cost. Receipts required.
3. Hotel rooms at actual cost. Claims must be supported by receipts.
4. Gift in lieu of hotel accommodation: \$30 per night may be claimed when staying with friends or relatives while on DTA business.
5. Meals, including gratuities: breakfast \$14.00; lunch \$16.00; dinner \$26.00. One claim may be submitted for a committee meal rather than individual claims provided the total cost does not exceed the individual allowance times the actual number of persons attending the meeting.

Special Regulations governing use of private Automobiles

1. Persons traveling on DTA business by private automobile must charge expenses on the basis of public transportation costs except:
 - a) when two or more persons are traveling in one car, in which case only the driver may claim reimbursement at the approved mileage rate;
 - b) when in the opinion of the DTA executive the use of public transportation would be impractical or where rigid application of the regulations would work an unreasonable hardship.
2. Persons traveling on DTA business are expected to pool the use of cars whenever possible.
3. Parking charges may be claimed at actual cost. Receipts are required.
4. Car rate is 54¢/km.