



**CANADIAN COAST GUARD AUXILIARY  
 (NL) INCORPORATED  
 TRAVEL EXPENSE/DISBURSEMENT FORM**

<b>SURNAME</b>	<b>GIVEN NAME</b>	<b>INITIAL</b>	<b>MEMBERSHIP NUMBER</b>
<b>MAILING ADDRESS</b>			<b>TELEPHONE NO.</b>
<b>REASON FOR TRAVEL</b>			<b>AUTHORIZATION NO.</b>

**EXPENSES (MEALS, HOTEL, FERRY, TAXI'S, PARKING, ETC.)**

DATE	DEPART	ARRIVE	DETAILS (HOTELS, MEALS, ETC.)	\$
			<b>SUB TOTAL MEALS, ETC.</b>	<b>\$</b>

**MILEAGE**

DATE	DEPART	ARRIVE	FROM	TO	KM'S	RATE	\$
					<b>SUB-TOTAL (MILEAGE)</b>	<b>\$</b>	

I certify that the account herein is correct and that the expenses claimed have been incurred by me on CCGA (N) Inc. business, as authorized in accordance with the CCGA/CCG Contribution Agreement and the By-Laws of the Canadian Coast Guard Auxiliary

MEALS, ETC.      \$ \_\_\_\_\_  
 MILEAGE            \$ \_\_\_\_\_  
 TOTAL                \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

- ⇒ Separate expense account sheets to be utilized for each incident of travel.
- ⇒ Expenses reimbursed members shall be subject to change from time to time by the Board of Directors, CCGA (N) Inc.
- ⇒ Expense accounts must be submitted for payment within 15 days following the period that the expenses are incurred. Expenses such as Hotels, Parking, Telephone, Taxis, Ferries, and Airfare must be accompanied by the ORIGINAL RECEIPTS or payment will be denied.
- ⇒ Expenses only for CCGA members shall be reimbursed. Mileage shall only be reimbursed for the member operating the vehicle. Members travelling by public transportation shall be reimbursed for the actual costs incurred by the member.
- ⇒ Meals shall be reimbursed within the following time frames:-

BREAKFAST	If you depart before and return after	7:00 am 9:00 am
LUNCH	If you depart before and return after	11:00 am 1:30 pm
SUPPER	If you depart before and return after	4:00 pm 6:00 pm.

- ⇒ Incidental expenses may be charged for each full day of travel, if staying overnight, including the first and last day of travel.

NOTE: For the purpose of meal allowances, meal expenses will not be permitted where departure or arrival at the place of residence is started early or delayed solely for the benefit of the member. Any incident causing delay in your return should be noted, i.e., accident, mechanical breakdown, etc

- ⇒ All decisions concerning expense accounts shall be under authority of the Treasurer. Disputes may be referred to the President for consideration by the Executive committee.
- ⇒ Incomplete accounts shall be returned to the originating member for clarification.