

# BRITISH COLUMBIA COUNCIL ON ADMISSIONS AND TRANSFER EXPENSE CLAIM FORM

**NAME:** \_\_\_\_\_  
Address to Which Reimbursement Will Be Mailed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_

Name/Purpose of Meeting/Trip: \_\_\_\_\_

**EXPENSES:** (Please attach receipts and refer to guidelines for claiming expenses)

**TRAVEL:**

Mode of Travel: \_\_\_\_\_

Travel Costs: \_\_\_\_\_

Mileage: \_\_\_\_\_ km @ 0.52 = \_\_\_\_\_ (claimant's vehicle charges)

**Total Transportation Cost:**

**ACCOMMODATION (Room Only):**

Name of Hotel: \_\_\_\_\_

Nights of: \_\_\_\_\_

Number of Nights: \_\_\_\_\_

Room Rate: \_\_\_\_\_

**Total Accommodation Cost:**

**MEALS:** (Unless provided. Please refer to rates, over)

	Breakfast	Lunch	Dinner	Incidentals
Day 1				
Day 2				
Day 3				

**Total Meal Cost:**

**OTHER:** (Please specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Other Cost:**

**TOTAL EXPENSES CLAIMED:**

**I certify the above to be correct as detailed:**

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Date

Approval for Payment:

Cost Code:

## CLAIMS FOR REIMBURSEMENT

### Explanation:

Under normal circumstances, the maximum meal allowances noted below apply. Receipts are not required for claims when the amount is equal to or less than the prescribed amount for individual meals or for the per diem amount outlined under "Rates" below. Per diems should be prorated for partial days.

If engaged in approved BCCAT business over a meal, the maximum allowances may be exceeded at the discretion of the Executive Director (although alcohol is not covered). In this instance, claims must be accompanied by receipts.

### Hotel Rates:

Personnel of BC public post-secondary institutions are eligible for BC government accommodation rates while traveling on official Council business. **Please ensure that the government room rate is requested when booking hotel accommodation. Book well in advance to secure this rate, particularly in the high season (May - September).**

### Transportation:

If you elect to drive to a meeting rather than fly, **only the lesser amount** of either the current economy airfare cost or the mileage cost will be reimbursed. Any car rental costs plus fuel and mileage are covered within this amount. Car rental costs for local transportation only are not normally reimbursed unless approved in advance by BCCAT.

### Reimbursement Procedures:

Use this form to request reimbursement. If your Institution reimburses your travel expenses, file your claim with them and have them invoice BCCAT directly (accompanied by this completed form and original receipts enclosed).

**BCCAT has the right to refuse to reimburse expenditures considered to be excessive, unjustified or irresponsible - notwithstanding any supporting vouchers submitted. Invoices must be supported by appropriate documentation and will be based on BCCAT policies. (*\*Documentation includes original receipts indicating method of payment and tickets, itineraries, and boarding passes. Without original receipts, a completed and signed Loss of Original Receipt Form is required.*)** For more information and forms, go to: <http://www.bccat.bc.ca/travel.cfm>

### Rates:

<b>Mileage:</b>	<b>\$ .52 per kilometer</b> (private vehicle use)
<b>Meals:</b> <b>(unless provided)</b>	Breakfast: to a <b>maximum of \$14.30</b> per day Lunch: to a <b>maximum of \$14.00</b> per day Dinner: to a <b>maximum of \$38.90</b> per day
<b>Travel Incidentals:</b>	to a <b>maximum of \$17.30</b> per day (prorated for partial days)
<b>Inclusive Full Day Rate:</b>	<b>\$84.50</b>

**PLEASE RETURN YOUR EXPENSE CLAIM FORM A.S.A.P. TO:**

**British Columbia Council on Admissions and Transfer  
709 - 555 Seymour Street  
Vancouver, B.C.  
V6B 3H6  
(604) 412-7700**

**Please note: reimbursement cheques are issued by BCIT on behalf of BCCAT.**