

## NTC PARTICIPANT/CONTRACTOR EXPENSE CLAIM

NTC Event: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Payment made to (First Nation's name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Location: \_\_\_\_\_ Inclusive Date From: \_\_\_\_\_ To: \_\_\_\_\_

### EXPENSES:

ACCOMMODATION – Private \$25.00 or Name of Hotel/Motel: \_\_\_\_\_

Number of days \_\_\_\_\_ x \$ \_\_\_\_\_ (actual cost per day) \$ \_\_\_\_\_

<u>MEALS</u>	<u>Number</u>	<u>Rates</u>	
Breakfast(s) _____	x	\$19.45	\$ _____
Lunch(es) _____	x	\$19.20	\$ _____
Dinner(s) _____	x	\$48.15	\$ _____

### INCIDENTAL EXPENSES

One incidental expense claim for an overnight trip - \$17.30 \$ \_\_\_\_\_

### TRANSPORTATION COSTS (Detail costs; receipts where possible)

1. Airfare \_\_\_\_\_ \$ \_\_\_\_\_
2. Ferry \_\_\_\_\_ \$ \_\_\_\_\_
3. Taxi \_\_\_\_\_ (original receipt required) \$ \_\_\_\_\_
4. Other \_\_\_\_\_ \$ \_\_\_\_\_
5. Private Vehicle \_\_\_\_\_ km at \$0.515 cents per km (paved roads) \$ \_\_\_\_\_
6. Private Vehicle \_\_\_\_\_ km at \$0.547 cents per km (gravel roads) \$ \_\_\_\_\_

**TOTAL COSTS CLAIMED** \$ \_\_\_\_\_

**I certify that the amounts included in this claim were incurred for the purpose stated.**

\_\_\_\_\_  
**Signature of Claimant & Date**

## TRAVEL CLAIM INSTRUCTIONS

The following instructions are for completing this travel expense claim. The reimbursement guidelines and rates are in accordance with NTC's Travel Policy.

### 1. Transportation

Transportation must be taken by the most direct route.

By air – Economy (excess baggage not normally permitted).

By taxi to/from airports – regular charge.

By private automobile – 51.5 cents per kilometre but the total cost, including meals and lodging en route, **must not exceed** the amount that the trip would have cost by convenient public transportation

### 2. Meals and Incidental Expenses

#### a. One Day Trip: Meals are allowed as shown

- if absent over the breakfast period – \$19.45
- if absent over the luncheon period – \$19.20
- if absent over the dinner period – \$48.15

#### b. When overnight accommodation (private/commercial) is claimed, a daily incidental allowance of \$17.30 may be claimed for each day on travel status.

### 3. Accommodation

Actual and reasonable expenses incurred for commercial overnight accommodation as listed in the Hotel and Car Rental Directory as Standard provisions – white page. The use of luxury accommodation is not permitted.

A claimant may make private arrangements (to stay with relatives or friends) if claimant so wishes, and may claim a maximum of \$25.00 per night for such accommodations.

### 4. Receipts

On printed form of vendor, showing place and date of purchases are required for: parking, ground transportation, ferries, air fares, commercial accommodation, taxi, and meals in situations where no overnight accommodation is required.

### 5. Expenses not permitted

- a. Telephone, telegraph, cable or radiogram calls of a personal nature; rentals or radios, TVs, etc., expenses incurred during a stop-over for personal reasons; insurance premiums, claims for the loss of money or personal belongings.
- b. Use of taxis to get to/from personal choice accommodation (private or commercial) will be reimbursed at the lesser amount of actual or based on accommodation arranged for the group.
- c. Meal Expenses (such as lunch) that is provided on location for the meeting/training/etc.

### 6. Preparation of Account

Your account should be submitted within six weeks of the **Inclusive Dates shown on the expense form** to:

Nuu-chah-nulth Tribal Council  
Box 1383  
Port Alberni, B.C. V9Y 7M2  
Attention: Accounts Payable (250) 724-5757

Expenditures designated sundry or petty expenses cannot be allowed. Attendance will be verified prior to reimbursement of expenses. Your attention to these instructions when planning your trip and preparing your Expense Claim will enable reimbursement with a minimum of delay and correspondence