



# TRAVEL POLICY & REIMBURSEMENT FORM

## Board of Directors, Committee and Council Members

Please complete and forward this form, along with receipts for all related travel expenses claimed, to John Bos, Director of Finance, at the CHBA National Office by email to [finance@chba.ca](mailto:finance@chba.ca), to be reimbursed for your eligible expenses.

### Eligibility for Meeting Travel Expense Reimbursement

- Members of the CHBA National Board of Directors.
- Provincial HBA member appointees to CHBA's Technical Research Committee or Canadian Renovators' Council.
- Local or Provincial HBA member appointees to CHBA's Urban Council.

### Eligible Expenses

**(A) Air** - Lowest economy airfare. Please book early.

**(B) Taxi** - Travel to and from airport to place of meeting. Use of courtesy shuttle service when available is appreciated.

**(C) Personal Car** - If travelling by car, mileage will be reimbursed:

- \$0.54/km (no receipt required, but details, i.e. number of km to be provided)
- If parking charges were incurred, please attach receipt.

*Please note: If airfare would be less expensive than mileage, and you choose to drive, then you will be reimbursed for the equivalent of the cost of airfare.*

<b><u>REQUEST FOR REIMBURSEMENT</u></b>		
Please make cheque payable to:		
NAME	TELEPHONE NUMBER	
ADDRESS		
CITY	PROVINCE	POSTAL CODE

NAME \_\_\_\_\_

ASSOCIATION COMMITTEE/COUNCIL \_\_\_\_\_

DATE OF MEETING \_\_\_\_\_

AIRFARE (ATTACH RECEIPT) \$ \_\_\_\_\_

OR MILEAGE: \_\_\_\_\_ KM @ \$.48/km \$ \_\_\_\_\_

TAXI / PARKING (ATTACH RECEIPTS) \$ \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE (for paper copies only) DATE