



# TRAVEL POLICY & REIMBURSEMENT FORM

## Executive Committee, Council and Committee Chairs, and Net Zero Energy Housing Council Management Committee

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 and Accommodation Expense Reimbursement

- Executive Committee Members
- Chairpersons of the Technical Research Committee, Executive Officers' Council, Canadian Renovators' Council, and Urban Council
- Management Committee Members of the Net Zero Energy Housing 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:

- i) \$0.54/km (no receipt required, but details, i.e. number of km to be provided).
- ii) 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.*

**(D) Accommodations** – If a room block is reserved by CHBA, accommodation must be booked at the CHBA-designated hotel unless sold out. Cost of hotel accommodations will be limited to reasonable amounts in the particular circumstance and normally will not exceed single occupancy rate.

<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)	\$ _____
HOTEL	\$ _____
<b>TOTAL CLAIMED</b>	<b>\$ _____</b>

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