



EXPENSE CLAIM

New Brunswick Society of Retired Teachers

(Effective Jan 01, 2018)

Name: _____ Month: _____ Day: _____ Year: _____

Mailing Address: _____

City: _____ Postal Code: _____ Telephone: _____

Meeting/Conference Name: _____ Location: _____

Convened At: _____ (Date / Time) Adjourned At: _____ (Date / Time)

See Expense Claim Guidelines & Rates - Next Page

PART 1: MILEAGE	From - To	Date	Km	Rate	Sub-Totals

\$ _____

PART 2: MEALS & ACCOMMODATIONS					
\$Day	Date	Accommodations	Breakfast	Lunch	Dinner
Totals					

\$ _____

PART 3: OTHER EXPENSES (Travel Tickets, Fees, Parking, Ferry, Tolls, Taxi, Registration, Etc.)		
Date	Particulars (Use reverse side of page if extra space is required)	

\$ _____

For Office Use Only:

Cheque No _____

Date _____

Checked By _____

TOTAL EXPENSES \$ _____

Signature Branch

GUIDELINES FOR EXPENSES

Travel Authorization:

All out-of-province travel on behalf of the NBSRT shall be subject to prior approval by the NBSRT Executive.

Transportation:

An NBSRT Member shall not claim a travel allowance (mileage) if he/she travels in another NBSRT member's vehicle to an activity for which NBSRT pays travel expenses.

The travel allowance shall be calculated on the number of kilometers between the member's community of residence to the place of meeting and return.

Overnight Lodging:

If a member cannot leave his/her residence at 8:00 am and arrive in time for the meeting, then the member shall be entitled to overnight lodging the night prior to the meeting.

If a member cannot arrive home by 9:30 pm at the conclusion of a meeting, including one hour for dinner, then the member shall be entitled to overnight lodging.

If overnight single accommodation is in excess of \$20.00, then that expense shall be supported by a receipt.

Meals:

If a member is entitled to overnight lodging the night prior to a meeting or the night following a meeting, then the member shall be entitled to an evening meal.

If a member can arrive home by 5:00 pm the night following a meeting, then the member shall not be entitled to an evening meal.

If a member is entitled to overnight lodging the night prior to a meeting or the night following a meeting, then the member is entitled to claim breakfast the next morning.

Rates:

Mileage Rate: **0.46 / km**

Meal Rates:

In-Province:	Breakfast: \$15.00	Lunch: \$20.00	Dinner: \$30.00
Out-of-Province:	Breakfast: \$19.00	Lunch: \$20.00	Dinner: \$47.00

Expenses:

The expenses of a spouse who is not a member of the NBSRT shall not be paid while he/she is attending functions of the NBSRT or of its affiliates.

Authorization of Expense Sheets:

All expense claims shall be approved by the Treasurer; however, if any questions should arise, then the expense claim(s) in question shall be referred to the Executive.

NBSRT Kilometer Chart To Fredericton & Return

For Accurate Distance From Your Residence, Copy & Paste The Address Below In Your Internet Browser.

*Use your Postal Code As The "From Address" And **E3B 2X7** As the NBFT Bldg "To Address"*

<http://distancecalculator.globefeed.com/Canada Distance Calculator.asp>

Back Bay	396	Jacquet River	580
Bath	310	Lepreau	301
Bathurst	500	Long's Creek	67
Beechwood	321	McAdam	173
Bellisle	240	McMamee	170
Blacks Harbour	340	Meductic	158
Blackville	264	Millerton	318
Bloomfield	201	Millville	129
Boiestown	136	Minto	94
Bonney River	367	Moncton	350
Bristol	296	Nackawic	129
Buctouche	494	Newcastle (Miramichi)	344
Burtt's Corner	58	Oromocto	42
Cambridge Narrows	146	Perth	376
Campbellton	720	Petitcodiac	278
Campobello	400	Plaster Rock	462
Canterbury	186	Port Elgin	484
Caraquet	642	Quispamsis	268
Centerville	299	Red Bank	376
Charlo	642	Renforth	240
Chatham (Miramichi)	362	Rexton	370
Chipman	142	Riverside Albert	440
Dalhousie	680	Richibucto	376
Dalhousie Junction	690	Riverview	365
Dieppe	357	Rothsay	263
Doaktown	194	Sackville	438
Douglastown (Miramichi)	358	Saint John	228
Edmundston	564	Salisbury	304
Fairvale	262	St Andrews	274
Florenceville	288	St George	310
Fredericton Junction	70	St Leonard	494
Fundy National Park	358	St Stephen	252
Gagetown	122	Stanley	102
Geary	64	Sussex	238
Gondola Point	274	Swan Creek	80
Grand Bay	188	Taymouth	64
Grand Falls	442	Upper Blackville	241
Grand Manan	354	Westfield	164
Hampton	290	Woodstock	208
Hartland	250	Zealand Station	80
Harvey Station	106		
Hatfield Settlement	140		
Havelock	300		
Hillsborough	394		