



British Columbia Teachers' Federation A Union of Professionals
 100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 *bctf.ca*
 604-871-2283 1-800-663-9163

**EXPENSE VOUCHER
 2017-18**

Please PRINT in INK or TYPE.

Member/portal login (6 digits)

Expenses less than \$100 can be reimbursed in cash.

Received cash

Is this a new address? Yes No

Name _____
Last name First name

Program Co-ordinator _____

Address _____

GL Code Program Subcode (if any)

City _____ Postal code _____

Local No. _____

Expenses in connection with: _____

Dates _____

	\$	¢
TRANSPORTATION <i>(Note 1 overleaf)</i>		
Automobile (km) x 52¢ from _____ to _____ + return		
Bicycling (km) x 26¢ from _____ to _____ + return		
Airport tax/Highway tolls		
Transit/Parking		
Shared accommodation incentive <i>(Note 3 overleaf)</i>		
MEALS <i>Please do not claim for meals on days when you attend an organized event where meals are provided.</i>		
breakfasts @ \$14 on (dates) _____		
lunches @ \$16 on (dates) _____		
dinners @ \$26 on (dates) _____		
SUBMIT RECEIPTS for all expenses below this line (NOTE: originals preferred, copies acceptable)		
Airfare from _____ to _____ + return		
Hotel <i>(Note 2 overleaf)</i> _____ nights @ _____		
Automobile rental <i>(see note overleaf)</i>		
Taxi fares		
Baggage fees*		
Ferry* from _____ to _____ + return*		
Dependant care <i>(Note 4 overleaf)</i>		
hours of care @ \$ _____ - OR - _____ days (24 hrs) @ \$ _____		
OTHER EXPENSES (itemize and include receipts)		
<i>*Receipts for baggage fees and ferry fares are required only on one-way portion of the trip, but you may claim for the total return cost.</i>		
TOTAL EXPENSES		
ADVANCES (_____)		
AMOUNT DUE \$ _____		

MEMBER MUST SUBMIT ALL REQUIRED RECEIPTS AND SIGN THIS FORM.

Date _____ Signature _____ Approved by _____

FOR ACCOUNTING USE ONLY

DESCRIPTION	NAV CODE	AMOUNT

BCTF Expense Policy (revised Spring 2017)

(for more information, please see the *BCTF Travel Information Booklet April 2017*)

Notes

1. Members should use the fastest and most economical mode of transportation and book air travel in advance with W.E. Travel Ltd.
2. Members should preferably stay at one of the hotels in the *BCTF Accommodation Guide*. Claims should be for single rates only. When staying with friends and relatives, members may claim \$30 per night in lieu of hotel costs.
3. Where members attending a BCTF meeting choose to share accommodation with another unrelated member, each member shall be eligible to receive \$20 per night. No receipts are necessary.
4. Due to attendance at BCTF meetings, members incurring dependant* care expenses **that would not otherwise have been incurred** may claim these expenses. Receipts containing the amount and the name/address of the caregiver are required. Allowable rates are \$15 per hour to a maximum of \$200 in any 24-hour period. For any amounts above these maximums, prior approval of program co-ordinator is required.

*For definition of "dependant," please see *Members' Guide* 10.1.28.

Receipts

Original receipts are preferred; however, copies of the receipt or credit card statement showing the expense are acceptable. Supporting documentation from the business establishment is required for the following items: airfare, automobile rental, hotel, dependant care, taxis, baggage fees*, ferry fares*, and other expenses.

* Receipts are required for one way only, but you may claim the total return cost.

Vouchers without supporting receipts will result in a processing delay.

Vouchers must be submitted within three months of the relevant event but within two months after the year-end (June 30).

WL:tfeu

Automobile rental

Approval of the program co-ordinator must be obtained **before** renting an automobile. The least expensive car available should be rented. A copy of the rental agreement and the receipt for payment must be submitted with the expense claim. Expense claims for supplemental insurance offered by the car rental agency will not be reimbursed. The BCTF has insurance coverage and will take responsibility for any charges resulting from an accident. If you do have an accident, please report the details immediately to the Office of the Treasurer and CFO.

Use of own automobile

Staff and members must carry their own automobile insurance. The BCTF will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations. No one will be entitled to any personal gain or profit arising out of the use of an automobile on BCTF business.

Vouchers and reimbursement procedure

After being approved by the program co-ordinator, expense vouchers are to be submitted to the BCTF Accounting Department and reimbursement will be made either by cheque or electronic funds transfer (EFT). Staff and members are encouraged to sign up for EFT reimbursement by downloading the form at bctf.ca/uploadedFiles/Public/Forms/EFT-Form.pdf.

The Accounting Department will pay expense claims up to \$100 in cash, but is unable to cash members' expense cheques.

Reporting all income

Individuals are responsible for reporting all income on their tax returns, whether or not they receive a T4A recording the payment. The BCTF issues T4As to individuals who are not employed by the BCTF but who receive a fee for services rendered. Some examples of this type of payment are daily T4OC rate for work on committees, honorariums, presentation fees, hourly rates for services provided, per diems, etc