



Please send completed Expense Form to [FinAP@rtoero.ca](mailto:FinAP@rtoero.ca)

18 SPADINA ROAD, STE. 300/18, CHEMIN SPADINA, BUREAU 300, TORONTO ON M5R 2S7

### EXPENSE REPORT

Please read Guidelines on reverse before completing expense report

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, Prv. \_\_\_\_\_  
Postal Code \_\_\_\_\_

District No. \_\_\_\_\_  
Meeting/Activity \_\_\_\_\_  
Location \_\_\_\_\_  
Date \_\_\_\_\_

#### A. Travel (receipts required except for mileage)

Car (see guideline #3c for rates) \_\_\_\_\_ km @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Names (if car-pooling rate claimed): \_\_\_\_\_

Air ☐ Train ☐ Bus ☐ \$ \_\_\_\_\_

Taxi ☐ Limo ☐ Subway ☐ \_\_\_\_\_ \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Total A. \$ \_\_\_\_\_

B. Accommodation (how many night(s)) \_\_\_\_\_ @ \$ \_\_\_\_\_

Total B. \$ \_\_\_\_\_

#### C. Meals (see guideline #5 for limits)

| Date  | Breakfast | Lunch | Dinner |
|-------|-----------|-------|--------|
| _____ | _____     | _____ | _____  |
| _____ | _____     | _____ | _____  |
| _____ | _____     | _____ | _____  |
| _____ | _____     | _____ | _____  |
| _____ | _____     | _____ | _____  |

Total C. \$ \_\_\_\_\_

D. Group Meal(s)/List Names \_\_\_\_\_

Total D. \$ \_\_\_\_\_

E. Misc./Comments (specify) \_\_\_\_\_

Total E. \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

F. Less Personal Charges \_\_\_\_\_

Less F. \$ \_\_\_\_\_

ITEMIZED RECEIPTS MUST BE ATTACHED IN ORDER TO PROCESS

Net Claim \$ \_\_\_\_\_

CLAIM Claimed by \_\_\_\_\_

Date \_\_\_\_\_

#### OFFICE USE ONLY

|                              |                    |                    |
|------------------------------|--------------------|--------------------|
| Authorized                   | Batch No.          | Date               |
| Accounts: 1.) _____ \$ _____ | 2.) _____ \$ _____ | 3.) _____ \$ _____ |
| 4.) _____ \$ _____           | 5.) _____ \$ _____ | 6.) _____ \$ _____ |
| 7.) _____ \$ _____           | Total G/L \$ _____ |                    |

## GUIDELINES FOR TRAVEL ON RTOERO BUSINESS

### 1. GENERAL

- (a) Expenses will be reimbursed for costs associated with an RTOERO-sponsored event or an event which has been approved by the RTOERO Office.
- (b) Expense reports must be submitted, with receipts, within 60 days of the event.
- (c) For Adult Dependent Care Guidelines please contact the RTOERO Office.

### 2. RECEIPTS REQUIRED

- (a) For any claim in excess of \$10 (without itemized receipts, maximum reimbursement is \$10). **Credit card slip is a proof of payment only and is not acceptable as a receipt.**
- (b) For all travel except for mileage claim.

### 3. TRAVEL

- (a) When an RTOERO member is seeking reimbursement for travel from a location other than their permanent residence, RTOERO will pay the lesser cost of travel from (a) the member's place of permanent residence or (b) travel from another location.
- (b) Those who travel by air or train to scheduled meetings are expected to book well in advance (approximately 30 days) in order to secure the lowest fare possible (with an option to change). Via Rail is reimbursed up to the maximum of Business Class.
- (c) Those who elect to drive their own vehicle to scheduled meetings will be compensated at the current mileage rate to a maximum of 700km each way. Parking at the meeting venue is covered at the rate negotiated with the hotel.
- (d) For those who elect to drive but who live beyond the 700km outer limit, compensation will be a combination of the driving distance to the airport, parking at the airport, the lowest fare possible (with an option to change), and transportation to/from Toronto airport.
- (e) Mileage rates are: \$0.68/km for one, \$0.74/km for more than one eligible member in the same vehicle (car-pooling). If the additional member(s)' travel is to be reimbursed by the District, the pooling rate of \$0.06/km is to be claimed from the District.
- (f) RTOERO Office uses GPS-based route maps to verify mileage.
- (g) RTOERO will pay for cancellation insurance or fee for justified changes.
- (h) Automobile rental is permitted where public transportation is not readily available.
- (i) Parking fees or travel by taxi, where necessary, are eligible for reimbursement.
- (j) In extenuating circumstances please contact the Chief Executive Officer well in advance of the scheduled meeting.

### 4. ACCOMMODATION

*(Generally, RTOERO will arrange for hotel billing to its master account)*

- (a) Appropriate accommodation for RTOERO-sponsored events or business approved by RTOERO, is arranged by the RTOERO Office. Requests for additional accommodation in Toronto must be arranged and approved in advance by the senior staff member responsible for the event.
- (b) If members stay at a hotel not designated by RTOERO, they are responsible for their own accommodation expenses.

### 5. MEALS

- (a) Reimbursement is limited to a maximum of: breakfast \$40; lunch \$50; dinner \$120 (includes taxes and gratuities). **Without itemized receipts, the maximum is \$10.**
- (b) Expenses will not be reimbursed for meals taken in lieu of those provided at prearranged functions.
- (c) The name of the group and the number of those participating in group meal must be recorded on the claim.

### 6. EXCLUSIONS (NOT ELIGIBLE FOR REIMBURSEMENT)

- (a) Personal expenses such as entertainment, hotel services (laundry, movies etc.).
- (b) Expenses incurred on behalf of guests of RTOERO members.