APAS Expense Claim - *updated March 30, 2009*

Name: _____ Dates: From _____

Address: _____ To _____

Phone #: _____

RM: _____

Travel: 41.25 cents / Km

Meals

In Province	*Out of Province*
Breakfast=$8.00	Breakfast=$11.00
Lunch= $14.00	Lunch= $16.00
Supper= $19.00	Supper= $24.00

Per Diems

Reps	$12.50/ hr *or*	$100.00/ day
Director	$21.88/ hr *or*	$175.00/ day
Vice-President	$28.13/ hr *or*	$225.00/ day
President	$31.25/ hr *or*	$250.00/ day

Date	Type of Mtg	Travel From	To	Km's	$	Airfare	Taxi	Parking	Meals	Hotel	Other Expenses Description	Other Expenses Cost	Per Diems Hours	Per Diems Rate	Per Diems $	TOTAL
TOTAL																

TOTAL

OFFICE USE ONLY

Per diem	
Travel	
GST 2490	
Other Expenses	
President Travel	5725
Vice-President Travel	5735
Director Travel	5745
Rep Travel	5765

Submit Claims Monthly - Claims after 3 months be referred to the APAS Board of Directors for review resulting in delay of payment

Meeting Codes:

Board meeting	01	Council Meeting	06
Executive Meeting	02	Conference	07
Committee Meeting	03	Tradeshow	08
District Meeting	04	AGM/Midterm	09
Ratepayer meeting	05	Other 10 (explain)	

Signature _____

Date _____

Approved By _____