

TRAVEL EXPENSE CLAIM FORM

Name: _____

Starting Destination: _____

Dates of Travel: _____

Date	Description	Meals (per diem)	Airfare	Ground Transportation (Taxi)	Other	Total
Total						

Meals (per diem) – Daily meal allowance figures have been established to be used while traveling within and outside Canada.

a) Maximum claim for individual meals including gratuities while traveling inside Canada is as follows:
 Breakfast - \$10.00, Lunch - \$15.00, Dinner - \$20.00

b) Maximum claim for individual meals including gratuities while traveling outside Canada is as follows:
 Breakfast - \$10.00, Lunch - \$20.00, Dinner - \$40.00

The daily maximum should be reduced for meals provided in the price of airline tickets, hotel rates or in conference registration fees.

I hereby certify that the above is a correct statement of expenses that were incurred for travel to and from the Manitoba Libraries Conference.

Print Name: _____

Date of Claim: _____

Signature: _____

Please mail this form along with your original receipts to:
 Conference Treasurer
 Manitoba Library Association
 606-100 Arthur Street
 Winnipeg, MB
 R3B 1H3