



***The Navy League of Canada**

Expense Voucher

GENERAL INFORMATION			
Name (Please Print)	_____	_____	_____
	<i>Surname</i>	<i>First</i>	<i>Middle</i>
Position	_____		
Address	_____		
City	_____	Province _____	Postal Code _____
Telephone	_____	Fax _____	E-mail _____
TOTAL EXPENSES BEING CLAIMED: \$ _____			
Event: _____			
Covering the period from _____ to _____			
Signature	_____	Date	_____
INSTRUCTIONS FOR COSTS AND ALLOWANCES			
MAINTENANCE ALLOWANCE:			
-Your hotel bill has been credited with the exact amount allowed for attendance at this meeting. Any charges over and above this amount will be at your expense.			
MEAL ALLOWANCE:			
-Maximum allowable cost per meal: Breakfast: \$13.00 Lunch: \$12.40 Dinner: \$35.30			
RECEIPTS:			
-You must provide all receipts. Reimbursement will not be made without receipts.			
TRANSPORTATION COST:			
-Members travelling by train or bus may not claim more than the required equivalent commercial fare. -Members travelling by auto (at .48 cents per kilometre) <u>may not claim more than the equivalent commercial airfare.</u> -Any transportation costs in excess of the above noted allowances may be forwarded to the National Office for consideration by the National Treasurer.			
TRIP REPORT:			
-A trip report must be submitted before payment will be issued.			
NATIONAL OFFICE USE ONLY:			
Prepaid expenses \$	_____	Date of Cheque	_____
Completed by	_____		

For the purpose of Submitting Claims, please submit 30 days after the expense has been incurred and the deadline for submitting yearly claims is 15 Jan of the new year.

EXPENSE DETAILS:			
Accommodation			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Accommodation Total</i>
Meals			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Meals Total</i>
Transportation – Flight			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Transportation – Train or Bus			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Transportation – Vehicle Personal			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Transportation – Vehicle Rental			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Other Expenses (use NL60 Annex A if required)			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Other Expense Total</i>
Transfer Amount from NL60 Annex A if required			<i>NL(60) Annex Total</i>
TOTAL EXPENSE CLAIM			\$



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Annex B – National Office Expense/Claim Voucher

Name: _____

Date: _____

Total Claim: _____

Signature: _____

Expense Details				
<i>Date</i>	<i>Details</i>	<i>Budget Line</i>	<i>GST</i>	<i>Total</i>
Total Claim				\$

Authorized By: _____

Date: _____