

PNEIG

PROVINCIAL NURSING EDUCATORS INTEREST GROUP

EXPENSE REIMBURSEMENT FORM

Name: _____

Address: _____ City _____

Tel. (H) _____ (W) _____

DATE	NATURE OF EXPENSE	NOTES	AMOUNT
		TOTAL	\$

***Please attach all receipts.**

Signed: _____

Total of all advances: (if any) \$ _____

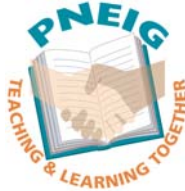
Approved: _____

Total Expenses: \$ _____

TOTAL DUE/OWED

\$

Cheque # _____ Date _____



**PROVINCIAL NURSING EDUCATORS INTEREST GROUP
EXPENSE REPORT
INSTRUCTIONS FOR SUBMITTING EXPENSE ACCOUNTS**

1. Expenses must be submitted on this Expense Account form.
2. Attach all official receipts to the expense account, i.e., travel, hotel, meals, taxi, telephones, where applicable. If claiming care allowance, attach list of names of passengers transported to the meeting.
3. Expense accounts are to be submitted to the PNEIG office within one month of incurring the expense and within the current fiscal year. Expense reports not submitted within the fiscal year will be rejected.
4. Notify the ENO Finance Officer if payment is not received within thirty days of submitting the account.

ALLOWABLE EXPENSES

Maximum daily meal allowable expense of \$45.00, receipts must be submitted. Hotel accommodation, at recommended hotel, for shared accommodation. If you choose to room alone you must pay the other 50% of room cost. Kilometres: .40 cents/km. Please try to car pool wherever possible. Maximum allowable is equivalent to economy air fare. Train, bus, air fare (economy only). Taxi to and from airport. Transportation expenses calculated from home address to and from city where meeting is held.

Non-allowable Expenses

Overnight accommodation with relatives/friends is not a reimbursable expense. Movies, alcohol, day care, travel cancellation insurance, food and items of a personal nature are not reimbursed. Personal phone calls are not reimbursed.

RECEIPTS

PNEIG Auditors require receipts to justify expenditures.

MAIL FORM TO

PNEIG Office
c/o First Stage Enterprises
1 Concorde Gate, Suite 109, Box26
Toronto, Ontario M3C 3N6