**TRAVEL REIMBURSEMENT FORM**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please remit payment via: Cheque E-transfer

Event: Democracy Bootcamp 2022 Date: November 25, 2022

1. **Transportation - Mileage Reimbursement**

CIVIX will reimburse you at a rate of $0.615/km. A Google Map or similar printout or screenshot showing distance must be attached. All totals must match what is indicated on the map**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Address 1 (address, city)** | **Address 2 (please circle)** | | **KM** |
| **Single route** |  | Hyatt Regency  370 King St W  Toronto | Globe and Mail  351 King St E  Toronto |  |

Total kilometres (Route x 2): \_\_\_\_\_\_\_\_\_

$ Total mileage reimbursement ($0.615/km): \_\_\_\_\_\_\_\_\_

1. **Transportation - Receipt Reimbursement**

Please attach each original receipt. CIVIX cannot reimburse expenses without a receipt.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense Type**  **(Airfare, Train, Taxi, etc.)** | **Subtotal** | **HST** | **TOTAL** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL TRANSPORTATION RECEIPTS |  |  |  |

**TOTAL TRAVEL (MILEAGE + RECEIPTS) REIMBURSEMENT CLAIM: \_\_\_\_\_\_\_\_\_\_\_\_**