



## TRAVEL REIMBURSEMENT FORM

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

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

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

Please remit payment via:  Cheque  E-transfer

Event: Democracy Bootcamp 2022

Date: November 25, 2022

### A. 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 indicate)               |  | KM |
|--------------|---------------------------|---|--|----|
| Single route |                           | Hyatt Regency<br>370 King St W<br>Toronto | Globe and Mail<br>351 King St E<br>Toronto |    |

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

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

### B. Transportation - Receipt Reimbursement

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

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

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