



British Columbia Teachers' Federation A Union of Professionals
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EXPENSE VOUCHER
2019-20

Please PRINT in INK or TYPE.

Member/portal login (6 digits)

Expenses less than \$100 can be reimbursed in cash.

Received cash

Is this a new address? Yes No

Name _____
Last name First name Program Co-ordinator

Address _____
Program GL Code Subcode (if any)

City _____ Postal code _____ Local No. _____

Expenses in connection with: _____ Dates _____

	\$	¢
TRANSPORTATION (Note 1 overleaf)		
Automobile (km) x 54¢ from _____ to _____ + return		
Bicycling (km) x 26¢ from _____ to _____ + return		
Airport tax/Highway tolls		
Transit		
Shared accommodation incentive (Note 3 overleaf)		
MEALS Please do not claim for meals on days when you attend an organized event where meals are provided.		
breakfasts @ \$14 on (dates)		
lunches @ \$16 on (dates)		
dinners @ \$26 on (dates)		
SUBMIT RECEIPTS for all expenses below this line (NOTE: originals preferred, copies acceptable)		
Parking (receipts required for amounts over \$25)		
Airfare from _____ to _____ + return		
Hotel (see note 2 overleaf) _____ nights @ _____		
Automobile rental (see note overleaf)		
Taxi fares		
Baggage fees*		
Ferry* from _____ to _____ + return*		
Dependant care (see note 4 overleaf)		
<input type="checkbox"/> check box if provider is a relative (payments to relatives may be considered a taxable benefit—see note 4 overleaf)		
hours of care @ \$ _____ - OR - days (24 hrs) @ \$ _____		
OTHER EXPENSES (itemize and include receipts)		
*Receipts for baggage fees and ferry fares are required only on one-way portion of the trip, but you may claim for the total return cost.		
TOTAL EXPENSES		
ADVANCES ()		
AMOUNT DUE \$		

MEMBER MUST SUBMIT ALL REQUIRED RECEIPTS AND SIGN THIS FORM.

Date _____ Signature _____ Approved by _____

FOR ACCOUNTING USE ONLY

DESCRIPTION	NAV CODE	AMOUNT

BCTF Expense Policy (revised July 1, 2019)

(for more information, please see the *BCTF Travel Information Booklet*)

<https://www.bctf.ca/myBCTF/content.aspx?id=45494>

Notes

1. Members should use the fastest and most economical mode of transportation and book air travel in advance with W.E. Travel Ltd.
2. Members should preferably stay at one of the hotels in the *BCTF Accommodation Guide*. Claims should be for single rates only. When staying with friends and relatives, members may claim \$30 per night in lieu of hotel costs.
3. Where members attending a BCTF meeting choose to share accommodation with another unrelated member, each member shall be eligible to receive \$20 per night. No receipts are necessary.
4. Due to attendance at BCTF meetings, members incurring dependant* care expenses **that would not otherwise have been incurred** may claim reimbursement. Receipts from the provider containing the hours, the amount, the name and address (including postal code) of the caregiver and the caregiver's signature are required. Receipts written by the member will no longer be accepted. Allowable rates are \$18 per hour to a maximum of \$240 in any 24-hour period. Amounts above these maximums require prior approval of program co-ordinator. Please advise if the provider is a relative as the dependant allowance may be considered a taxable benefit. Deducting taxes owed and reporting to Canada Revenue Agency may be required.

*For definition of "dependant," please see *Members' Guide* 10.1.28.

Receipts

Original receipts are preferred; however, copies of the receipt or credit card statement showing the expense are acceptable. Supporting documentation from the business establishment is required for the following items: airfare, automobile rental, hotel, dependant care, taxis, baggage fees*, ferry fares*, parking over \$25 and other expenses.

*Receipts are required for one way only, but you may claim the total return cost.

Vouchers without supporting receipts will result in a processing delay.

Vouchers must be submitted within three months of the relevant event but within two months after the year-end (June 30).

Automobile rental

Approval of the program co-ordinator must be obtained **before** renting an automobile. The least expensive car available should be rented. A copy of the rental agreement and the receipt for payment must be submitted with the expense claim. Expense claims for supplemental insurance offered by the car rental agency will not be reimbursed. The BCTF has insurance coverage and will take responsibility for any charges resulting from an accident. If you do have an accident, please report the details immediately to the Office of the Treasurer and CFO.

Use of own automobile

Staff and members must carry their own automobile insurance. The BCTF will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations. No one will be entitled to any personal gain or profit arising out of the use of an automobile on BCTF business.

Vouchers and reimbursement procedure

After being approved by the program co-ordinator, expense vouchers are to be submitted to the BCTF Accounting Department and reimbursement will be made either by cheque or electronic funds transfer (EFT). Staff and members are encouraged to sign up for EFT reimbursement by downloading the form at bctf.ca/uploadedFiles/Public/Forms/EFT-Form.pdf. The Accounting Department will pay expense claims up to \$100 in cash but is unable to cash members' expense cheques.

Reporting all income

Individuals are responsible for reporting all income on their tax returns, whether or not they receive a T4A recording the payment. The BCTF issues T4As to individuals who are not employed by the BCTF but who receive a fee for services rendered. Some examples of this type of payment are daily TTOC rate for work on committees, honorariums, presentation fees, hourly rates for services provided, per diems, etc.