

## Society of Saint Vincent de Paul • Société de Saint-Vincent de Paul

For administrative use only

Account code: Amount:

Signature/Date approved: Signature/Date issued:

National Council of Canada • Conseil national du Canada

## 9.8 Claim for Reimbursement of Expenses

Address:	Name:		Payable	to:		
City: ProvTerr: Postal code: Trip purpose: Telephone: Email: Trip purpose: Trip purpose: Telephone: Email: Trip purpose: Trip pu	Address:					
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Private vehicle Prov/territory rate: Amount:  Transportation (train, bus, plane):  Taxi:  Car rental:  Gas: Parking: Lodging:  Meals:  Breakfast - Up to \$15/Meal Lunch - Up to \$25/Meal Dinner - Up to \$35/Meal Other expenses (specify):  NOTE: Invoices and receipts are required and must accompany your claim. The amounts will be reimbursed up to a maximum of the amounts noted above.  Please follow these steps to complete the form  Downloard form on your computer: Click on the download icon on the top right of the webpage  Please follow these steps to complete the form  Downloard form on your computer: Click on the download icon on the top right of the webpage  Add your signature : Click on the attachment icon on the left side of the page Add your signature : Click on the attachment icon on the left side of the page Add your signature : Click on the signature icon on the left side of the page  Add your signature : Click on the signature icon on the left side of the page  Add your signature : Click on the signature icon on the left side of the page  Add your signature : Click on the signature icon on the left side of the page  Add your signature : Click on the signature icon on the left side of the page  Add your signature : Click on the signature icon on the left side of the page						
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Claim for Reimbursement of Expenses (9.8) Nov/2011; Rev 2013/11; 2016/10, 2018/02; 2018/04; 2024/02

Documents saved with a signature cannot be modified.

6. Email the form to the National Council: inv-fac@ssvp.ca



## **Transportation**

When travelling a considerable distance, renting a vehicle is more advantageous and is recommended.

## **Private Vehicle:**

Province or territory rates for travel expenses:

Province or territory	Cents/kilometre			
Alberta	55.0			
British Columbia	58.0			
Manitoba	56.0			
New Brunswick	59.5			
Newfoundland and Labrador	62.0			
Northwest Territories	67.5			
Nova Scotia	59.5			
Nunavut	58.0			
Ontario	61.5			
Prince Edward Island	58.5			
Quebec	60.0			
Saskatchewan	55.0			
Yukon	66.5			

Source: https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/taxreturn/completing-a-tax-return/deductions-credits-expenses/line-25500-northern-residents-deductions/meal-vehicle-<u>rates-used-calculate-travel-expenses.html</u>