



9.8 Claim for Reimbursement of Expenses

Name: _____
Address: _____
City: _____
Prov/Terr: _____ Postal code: _____
Telephone: _____
Email: _____

Payable to: _____
Travel dates : _____ to : _____
Destination: _____
Trip purpose: _____

Please indicate taxes separately in the "Total Taxes" column for every applicable expense.

Dates—>							Total Taxes	Total:
Private vehicle	Number of km : 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.							Total:	

Signature of claimant: _____ Date: _____

Please follow these steps to complete the form

1. Download form on your computer: Click on the download icon on the top right of the webpage 
2. Open with Adobe Acrobat Reader ([download here](#)) and enter all relevant information in the form.
3. Add receipts and all required documents:
To view receipts, click on the attachment icon on the right side of the page 
4. Add your signature : Click on the signature icon on the left side of the page 
5. Save form on your computer:
Saving the form after adding your signature will lock all fields.
Documents saved with a signature cannot be modified.
6. Email the form to the National Council: inv-fac@ssvp.ca

For administrative use only			
Account code :			
Amount :			
Signature/Date approved:			
Signature/Date issued:			



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	57.0
British Columbia	60.0
Manitoba	56.0
New Brunswick	60.5
Newfoundland and Labrador	63.0
Northwest Territories	72.5
Nova Scotia	61.5
Nunavut	72.5
Ontario	63.0
Prince Edward Island	60.0
Quebec	60.5
Saskatchewan	56.5
Yukon	73.0

Source : <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-a-cra-kilometric-rates-january-2025.html>