



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

## TRAVEL EXPENSE CLAIM

NAME OF CLAIMANT		TRIP TO	
COMPLETE ADDRESS TO SEND CHEQUE (please note you may request a direct deposit)			
ADDRESS LINE #2			
PURPOSE OF TRIP AND NAME OF COMMITTEE CHAIR		DATE OF DEPARTURE	DATE OF RETURN

**MEALS: (per diem = \$25 breakfast, \$30 lunch, \$65 supper, or \$120 full day; receipts not required for per diem only)**

Dates						SUB TOTAL
Breakfast						
Lunch						
Dinner						

**TRANSPORTATION (receipts required)**

Dates						SUB TOTAL
Air - Rail - Bus						
<5000kms: \$0.59/km						
After 5000kms: \$0.53/km						
Taxi						
Parking						

**ACCOMMODATIONS (receipts required)**

Dates						SUB TOTAL
Hotel						

**OTHER\*\*\***

Dates						SUB TOTAL

\*\*\* Receipts & Explanation Required



**TOTAL**  \$

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I certify that these expenses are accurate and have been incurred on ACA business:

SIGNATURE (Claimant)

DATE

ADVANCE		\$		
AMOUNT DUE TO CLAIMANT		\$		

See Guidelines on page 2

Complete and submit only page 1 with receipts as identified, p.2



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### ACA Travel & Expense Claim Guidelines

1. Board and committee members traveling on ACA business are not expected to pay their own expenses but are expected to travel as inexpensively as possible; i.e. using excursion fares & public transit.
2. ACA travel should be combined with travel funded by others when possible. 'Others' may include associations or employers.
3. It is encouraged, but not required, for members to request tickets from the ACA Secretariat. Contact your chair or ACA staff for details. Ticket costs may be charged to the ACA corporate credit card. Any rewards points generated from these purchases benefit the Association and the Foundation.
4. Booking of air tickets early or during a seat sale to obtain the lowest possible fares is encouraged.
5. Local transport: Cost as well as convenience should be the rule when using ground transportation. Airport shuttle or bus & subway services are encouraged whenever possible, rather than taxi.
6. Receipts are required for all transportation expense claims, except for the mileage rate.
7. Automobile: The use of a personal vehicle may be reimbursed at the rate of \$0.59 per km to a maximum equal to the current excursion airfare for the same distance. Car-pooling is encouraged for 2 or more individuals traveling from a single point of origin.
8. Meal Per Diem: The allowance is \$120 per day. The breakdown is as follows: breakfast \$25; lunch \$30; dinner \$65. Per diem may not be claimed if meals are provided. Local participants are eligible for the per diem when attending an event or meeting. If claiming the per diem rate, no receipts are required. Any claim made in excess of the per diem rates, receipts must be submitted along with a memo outlining the reasons for the expenses (unless for special accommodation). All such requests will be subject to the approval of the Executive Director or Treasurer.
9. Hotel: Reimbursement is limited to room & taxes. For group activities (e.g. committee or Board meeting), accommodations are pre-arranged and prepaid by ACA – contact your Chair or ACA staff with any questions.
10. Other reasonable alternatives for accommodation (i.e. bed and breakfast establishments or billeting, e.g. non-commercial establishments such as family and friends) are encouraged. A billeting allowance of \$65 per event for the purchase of a gift such as flowers, a meal or other suitable gifts is allowed.
11. Special and unscheduled travel by committee chairs &/or Directors must be approved by the Board of Directors in advance of the travel.



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## Direct Deposit Option

The ACA is able to directly deposit your claim into your bank account. If you would like to use direct deposit, please provide the following information or submit a void cheque with this claim.

Yes  I would like to receive payment using direct Deposit

No  I prefer to receive a cheque

**Institution Number:**

**Transit Number:**

**Account Number:**

**Full Name of Account Holder:**