



COLLEGE OF THE ROCKIES FACULTY ASSOCIATION

PO Box 8500, 2700 College Way, Cranbrook, BC V1C 5L7

e: 250-489-8251 | e: info@corfa.org | www.corfa.org

EXPENSE CLAIM

Name: _____

Mailing Address: _____

_____ Postal Code: _____

Phone Number: _____

Would you prefer it mailed to: ☐ The address provided or ☐ inter-office mail.

Email Address: _____

Meeting/Event: _____ Date: _____

Attach ORIGINAL receipts for all items. If necessary, list details on an attached sheet. This form must be received by CORFA no later than 45 days after the event.

PLEASE NOTE TRAVEL POLICIES PRINTED ON THE BACK OF THIS FORM.

Travel:

Airfare \$ _____

Taxi \$ _____

Auto _____ km (at 63¢ per KM) \$ _____

(See Mileage table on page 2)

Car Rental \$ _____

Accommodation:

Hotel: _____ \$ _____

Miscellaneous: e.g., parking (please specify)

Please specify: _____ \$ _____

Please specify: _____ \$ _____

_____ TOTAL CLAIM: \$ _____

Signature of Claimant

For CORFA Office Use:

Approved _____ Date _____

Cheque No. _____ Amount _____

POLICY ON TRAVEL EXPENSE CLAIMS

This policy applies to all claims to CORFA for travel expenses pertaining to meetings or other CORFA business.

GENERAL:

Individuals seeking reimbursement for expenses incurred while travelling on CORFA business must submit an Expense Claim Form and the necessary receipts.

- A separate Expense Claim Form is required for each distinct meeting/event attended or trip taken on CORFA business.
- Expense Claim Forms must be submitted no later than 45 calendar days after the event for which the expenses are being claimed.
- Original receipts (or photocopies of them) are submitted with the Expense Claim Form for expenses which require such documentation.

Expenses in addition to those detailed below are not reimbursed unless they are authorized in advance.

TRANSPORTATION:

The most direct and efficient mode of transportation is used unless otherwise approved in advance by the Treasurer.

Public Transportation: (Receipts required) Actual costs are reimbursed.

Taxi: (Receipts required) Actual costs, including tips, are reimbursed.

Auto: (No receipts required)

Individuals are reimbursed for the use of **personal vehicles at the BC government rate.**

CORFA Policy: Travel & Accommodations for Union Business

For one CORFA sponsored social event per year, CORFA will pay mileage for CORFA members working at another campus to attend the event.

CORFA will reimburse members following the same per diem and auto rates as FPSE.

CORFA will pay for accommodation for committee members who work at a campus other than Cranbrook only when bargaining or meetings held in Cranbrook are scheduled outside the hours of 8 a.m. to 5 p.m., Monday to Friday.

MILEAGE:

Individuals are reimbursed for the use of **personal vehicles at the BC government rate.**

Effective April 1, 2023 – \$0.61 per km

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/pay-benefits/expenses-allowances/travel#mileage>

ACCOMMODATION: (Receipts required)

CORFA Policy: Travel & Accommodations for Union Business

CORFA members will be reimbursed for accommodation only when participating in activities related to CORFA business outside the hours of 8 a.m. to 5 p.m., Monday to Friday at campuses other than where they work.

For one CORFA-sponsored social event per year, CORFA will pay for one night accommodation for CORFA members working at another campus to attend the event if the event occurs in the evening. Where practicable, CORFA members will share a room.

MEALS & INCIDENTALS: (No receipts required as per FPSE rates).

Breakfast:..... \$15.00

Lunch \$23.00

Dinner \$36.00

The meal allowance is not applicable when meals are provided by CORFA at meetings or other events.

MILEAGE TABLE:

F. 1 Standard distances

Standard inter-community distances, including intra-community travel for claiming standard vehicle allowance:

356	414	377	343	263	266	248	130	Golden
254	294	257	223	143	146	128	Invermere	
141	202	165	131	29	18	Kimberley		
127	188	151	118	16	Airport			
111	172	135	102	Cranbrook				
213	70	34	Fernie					
247	37	Sparwood						
284	Elkford							
Creston								