



**B.C. GOVERNMENT RETIRED EMPLOYEES' ASSOCIATION - EXPENSE FORM**

**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Address** \_\_\_\_\_ **P. Code** \_\_\_\_\_

**Position In BCGREA** \_\_\_\_\_ **Branch #** \_\_\_\_\_

**Reason For Claim** \_\_\_\_\_

Date	Description	Amount
<b>Total</b>		<b>\$</b>

Travel Expenses	
<b>Mileage</b>	<b>\$0.63 /km</b>
<b>Breakfast</b>	<b>\$30</b>
<b>Lunch</b>	<b>\$30</b>
<b>Dinner</b>	<b>\$40</b>
<b>Home stay</b>	<b>\$50</b>
<b>Others</b>	<b>By receipt</b>

Revised May 1, 2024

**Signature** \_\_\_\_\_

**Dated Submitted** \_\_\_\_\_

**Date Received** \_\_\_\_\_

**Approved** \_\_\_\_\_

**Cheque/E-tsfr Issued** \_\_\_\_\_

**Cheque/E-tsfr #** \_\_\_\_\_

**For payment by cheque (include receipts):**

E-mail to: [treasurer@bcgre.ca](mailto:treasurer@bcgre.ca)

Mail to: Treasurer, 881 Tutor Way, Mill Bay BC V0R 2P1

**For payment by interact e-transfer enter your e-mail address in the box below and e-mail or post as above (include receipts):**

Meeting attendees are reminded to choose the most economical travel option. For example, to determine whether to drive or fly, compare the cost of economy airfare, airport parking, mileage to and from the local airport and public transit (taxi, uber, skytrain) to the meeting, with the cost to drive the total distance including additional mileage, accommodation and meals (that would not have occurred if flying instead of driving).

Reimbursable airfare is the cost of a non-refundable economy class ticket purchased at least three weeks prior to the meeting.

Travel expenses will not be reimbursed beyond the costs that would have been incurred using the most economical travel option.

The most economical travel option assumes reasonable accommodation for disabilities, weather conditions, and/or late-night travel. For example, an extra night's accommodation is reasonable if traveling home on the same day of the meeting means driving or flying late into the night.

When combining a BCGREA meeting with other personal travel, reimbursement will be based on the lesser of the actual costs or an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place. Travel expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.