



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

Name _____ Phone # _____
Address _____ P. Code _____
Position In BCGREA _____ Branch # _____
Reason For Claim _____

Date	Description	Amount
Total		

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

Revised August 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@bcgreca.ca

Mail to: Treasurer, 881 Tutor Way, Mill Bay BC V8H 1H6

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

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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 flex 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.