



The Navy League of Canada

Expense Voucher

GENERAL INFORMATION			
Name			
(Please Print)	<i>Surname</i>	<i>First</i>	<i>Middle</i>
Position			
Address			
City	Province	Postal Code	
Telephone	Fax	E-mail	
TOTAL EXPENSES BEING CLAIMED: \$			
Event:			
Covering the period from			
to			
Signature			Date
INSTRUCTIONS FOR COSTS AND ALLOWANCES			
MAINTENANCE ALLOWANCE:			
-Your hotel bill has been credited with the exact amount allowed for attendance at this meeting. Any charges over and above this amount will be at your expense.			
MEAL ALLOWANCE:			
-Maximum allowable cost per meal:			
Breakfast: \$19.45	Lunch: \$19.20	Dinner: \$48.15	
RECEIPTS:			
-You must provide all receipts. Reimbursement will not be made without receipts.			
TRANSPORTATION COST:			
-Members travelling by train or bus may not claim more than the required equivalent commercial fare.			
-Members travelling by auto (at 0.52 cents per kilometre) may not claim more than the equivalent commercial airfare.			
-Any transportation costs in excess of the above noted allowances may be forwarded to the National Office for consideration by the National Treasurer.			
TRIP REPORT:			
-A trip report must be submitted before payment will be issued.			
NATIONAL OFFICE USE ONLY:			
Prepaid expenses \$		Date of Cheque	
Completed by			

For the purpose of Submitting Claims, please submit 30 days after the expense has been incurred and the deadline for submitting yearly claims is 15 Jan of the new year.

EXPENSE DETAILS:			
Accommodation			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Accommodation Total</i>
Meals			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Meals Total</i>
Transportation – Flight			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Transportation – Train or Bus			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Transportation – Vehicle Personal			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Transportation – Vehicle Rental			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Transportation Total</i>
Other Expenses (use NL60 Annex A if required)			
<i>Date</i>	<i>Details</i>	<i>Amount</i>	<i>Other Expense Total</i>
Transfer Amount from NL60 Annex A if required			<i>NL(60) Annex Total</i>
TOTAL EXPENSE CLAIM		\$	

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Annex B – National Office Expense/Claim Voucher

Name: _____

Date: _____

Total Claim: _____

Signature: _____

Expense Details				
<i>Date</i>	<i>Details</i>	<i>Budget Line</i>	<i>GST</i>	<i>Total</i>
Total Claim				\$

Authorized By: _____

Date: _____