



## Summer Conference Expense Claim

Name: \_\_\_\_\_

Address: \_\_\_\_\_

S.I.N. \_\_\_\_\_

(If claiming an honorarium for the first time.)

Summer Conference Program/Dates \_\_\_\_\_

**Excluding mileage, receipts are required for all expenses.**

### Accommodation

Hotel ..... \$ \_\_\_\_\_  
 (Accommodation reimbursement is equal to that of shared occupancy at the Banff Centre. Should you wish to forgo your honoraria, you may book accommodation equal to single occupancy at the Banff Centre.)

### Transportation

\$0.53 per km x \_\_\_\_\_ total distance ..... \$ \_\_\_\_\_  
 Parking ..... \$ \_\_\_\_\_

### Subsistence

If residing at the Banff Centre, up to \$60.00 ..... \$ \_\_\_\_\_  
 If residing off-site, up to \$180.00 ..... \$ \_\_\_\_\_

### Other

Park Entry Fee ..... \$ \_\_\_\_\_  
 Clothing (participants may purchase an item for sale at the conference) ... \$ \_\_\_\_\_  
 Honoraria (\$75.00 x \_\_\_ full-days, \$37.50 x \_\_\_ half-days) ..... \$ \_\_\_\_\_  
 Discretionary (coffee, gum, etc - no receipts required) ..... \$ \_\_\_\_\_ 30.00  
 Other – Specify ..... \$ \_\_\_\_\_

**Total Claim** \_\_\_\_\_

**Claimant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_