



Summer Conference Expense Claim - 2022

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 single occupancy at Lloyd Hall at the Banff Centre. If you stay off campus, the nightly rate should be no more than \$338.00/day, taxes included.)

Transportation

\$0.58 per km x _____ total distance \$ _____
Parking \$ _____

Subsistence

If residing at the Banff Centre, up to \$180.00 \$ _____
If residing off-site, up to \$300.00 \$ _____

Other

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

Total Claim _____

Claimant Signature: _____ **Date:** _____