



TRAVEL REIMBURSEMENT FORM

Name: _____

Full address: _____

Email address: _____

Please remit payment via: ☐ Cheque ☐ E-transfer

Event: Democracy Bootcamp 2023 (Halifax)

Date: March 24, 2023

A. Transportation - Mileage Reimbursement

CIVIX will reimburse you at a rate of \$0.58/km. A Google Map (or similar) printout or screenshot showing distance must be included. All totals must match what is indicated on the map.

	Address 1 (address, city)	Address 2	KM
Single route		Westin Nova Scotian 1181 Hollis St Halifax NS B3H 2P6	

Total kilometres (Route x 2): _____

\$ Total mileage reimbursement (\$0.58/km): _____

B. Transportation - Receipt Reimbursement

Please attach each original receipt. CIVIX cannot reimburse expenses without a receipt.

Expense Type (Airfare, Ferry, Taxi, etc.)	Pre-Tax Subtotal	Tax	TOTAL
TOTAL TRANSPORTATION RECEIPTS			

TOTAL TRAVEL (MILEAGE + RECEIPTS) REIMBURSEMENT CLAIM: _____