



# TRAVEL REIMBURSEMENT FORM

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

Full address: \_\_\_\_\_

Email address: \_\_\_\_\_

Please remit payment via:  Cheque  E-transfer

Event: Democracy Bootcamp BC 2023

Date: March 3, 2023

## A. Transportation - Mileage Reimbursement

CIVIX will reimburse you at a rate of \$0.565/km. A Google Map or similar printout or screenshot showing distance must be attached. All totals must match what is indicated on the map.

	Address 1 (address, city)	Address 2	KM
Single route		Exchange Hotel 475 Howe St Vancouver BC V6C 2B3	

Total kilometres (Route x 2): \_\_\_\_\_

\$ Total mileage reimbursement (\$0.565/km): \_\_\_\_\_

## B. Transportation - Receipt Reimbursement

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

Expense Type (Airfare, Ferry, Taxi, etc.)	Subtotal	GST	PST	TOTAL
TOTAL TRANSPORTATION RECEIPTS				

**TOTAL TRAVEL (MILEAGE + RECEIPTS) REIMBURSEMENT CLAIM: \_\_\_\_\_**