

TRANSPORTATION REIMBURSEMENT FORM

Event: Democracy Bootcamp Ottawa 2024 Date: April 12, 2024

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email address: _____

Please remit payment via: Cheque E-transfer

A. Kilometric Allowance

CIVIX will reimburse distance travelled at a rate of \$0.59/km. Only the owner/operator of the vehicle used may claim the kilometric allowance.

A Google Map or similar printout or screenshot showing distance must be included.

Origin	Destination	Distance Travelled	TOTAL A: Kilometric Allowance
Address: _____ City: _____	Sheraton Ottawa 150 Albert St Ottawa ON K1P 5G2	One way: _____ km x 2 = _____ km total	_____ km total x \$0.59 = \$ _____

B. Direct Expenses

Please include each original receipt. CIVIX cannot reimburse expenses without a receipt. Do not include receipts for gas or meals.

Expense Type (Airfare, Train, Taxi, etc.)	Subtotal	Tax	TOTAL
TOTAL B: Direct Expenses			\$

TOTAL TRANSPORTATION (A + B) REIMBURSEMENT CLAIM: \$ _____

I certify that I am the sole claimant of the above expenses and that none of the amounts claimed have been or will be reimbursed by another party.