SURREY TEACHERS' ASSOCIATION
EXPENSE VOUCHER

100 - 9030 King George Boulevard, Surrey, BC V3V 7Y3
Tel: 604-594-5353 Courier #000

You must submit all ORIGINAL receipts in order to receive reimbursement.

Payable to: _____

Address: _____

City: _____ **Postal Code:** _____ **Employee No:** _____

School:

_____

Courier #: _____

Thank you for providing your home address. We are collecting this information so that we are able to mail your reimbursement to your home address if needed. If you have any concerns about your address being collected, used, and disclosed as is reasonably necessary for this purpose, please let us know.

As stewards of our members' dues, it is our collective responsibility to ensure these funds are used prudently. Allowable expenses are listed below (2.L.22). Please enter details/amounts as appropriate.

Expenses in conjunction with _____ Committee / Account

DATE	DETAILS	AMOUNT

Meals: Breakfast: $25.08 / Lunch: $25.54 / Dinner: $52.45

Transportation: Automobile: $0.73 per km / Bicycle: $0.26 per km / Public Transit / Parking
Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance (2.L.24). Outline all travel start/end points included in kms (e.g., Home to STA building and return).

Dependant Care / Animal Boarding and Care: Due to attendance at STA meetings, members incurring dependant care and/or animal boarding and care expenses **that would not otherwise have been incurred** may claim reimbursement (2.L.20). *For definition of "dependant" and information on animal boarding, please see the BCTF *Members' Guide* 10.I.28 and 10.I.48

Vouchers must be submitted within three months of the relevant event or prior to the year-end (June 30), whichever is sooner.

Individuals are responsible for reporting all income on their tax returns, whether or not they receive a T4A recording of the payment.

FOR COMMITTEE CHAIRPERSON	
Account#:	**Signature:**
Amount Approved:	

EXPENSE VOUCHER Eligibility Criteria

Eligibility Criteria:

1) You may be eligible to claim meal expenses while engaged in STA-related business that prevents you from reasonably returning home before a standard mealtime. Members may claim these amounts without receipts. You may not claim any meals that were provided by your hotel (e.g., breakfast) or as part of any meal provided at the event/meeting.

2) Meal claims are permitted under the following conditions:
   a) You are conducting STA business that requires travel or extended working hours
   b) You are unable to return home before a standard mealtime
   c) Travel is direct and excludes personal stops, while allowing for safety considerations.

3) Claimable Meal Periods:
   a) Breakfast: If travel requires you to depart before 7:00 am
   b) Lunch: When you are away from home between 12:00 pm and 1:30 pm
   c) Dinner: If you are unable to return home before 6:00 pm
   d) If your specific situation does not align precisely with the above criteria or designated meal periods, please use your best judgment. We recognize that individual circumstances may vary, and we encourage you to reach out for guidance or clarification. If you're unsure, please contact your President. Our goal is to ensure that all members are supported appropriately during their participation in STA events.

4) Members should use the fastest and most economical mode of transportation.

5) Members are encouraged to use public transit when possible. Cost of public bus and train transportation can be claimed without providing a receipt.

6) Members may use their own vehicle and claim allowable expenses as outlined below if it is not safe, practical, efficient, possible, or cost-effective to use public transportation. While attending meetings, members may claim reimbursement at the current Canada Revenue Agency non-taxable per-kilometre allowance ($0.73/km). If two or more people drive together, only the driver may claim the reimbursement.

7) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance (2.L.24).

8) Members must carry their own automobile insurance. The STA will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations. No one will be entitled to any personal gain or profit arising out of the use of an automobile on STA business.

9) Members may claim parking expenses at the event. Receipts are required for amounts over $30.

10) Allowable rates for dependant care are $18 per hour to a maximum of $240 in any 24-hour period. Animal boarding and care has a maximum of $50 in any 24-hour period. For any amounts above these maximums, prior approval from the program co-ordinator must be obtained.
    a) To comply with Canada Revenue Agency requirements, receipts from the provider containing the following information are to be provided:
       i) number of hours
       ii) amount paid to the provider
       iii) the name and address (including postal code) of the care provider
       iv) the care provider's signature
    b) Receipts signed by the member **will not** be accepted.
    c) Please advise if the provider is a relative as the dependant allowance may be considered a taxable benefit. Deducting taxes owed and reporting to Canada Revenue Agency may be required.