

Instructions for CAP Lecture Tour Expense claimants:

(budget based on average of \$300/institution; maximum individual claim of \$500 per institution visited on the tour)

The Expense form (see next tab) is to be used for the **CAP eligible expense portion** of your lecture tour expenses.

COST OF TRAVEL from your home to the city (ies) of the invited lectures. This includes: air, train, or bus fare; car rental and driving expenses as necessary; use of personal automobile at \$0.30 / km via the shortest practical route, with the understanding that you have arranged the most economical means of travel to accommodate your tour, including combining multiple talks into one trip where practical. Please ensure that you are insured against flight cancellation in the event of emergency (as provided by many credit cards). For car rental, please do not select CDW unless you do not have an insurance provision on your credit card. Note that the CAP does not cover the cost of pre-booking seats.

MEALS WHILE IN TRANSIT: \$10 breakfast, \$10 lunch, \$25 dinner. Receipts to be submitted with claim.

With prior approval from the regional coordinator, the maximum travel reimbursement from CAP to any speaker will be \$500 per institution visited. Any travel exceeding that limit must be pre-approved by the CAP office. For analysis and tracking purposes, please send an electronic copy of your CAP travel claim to the CAP office upon completion of the

When completing the form, only complete the white boxes. Receipts for airfare, bus, or train must clearly itemize the taxes (GST/HST) included in the fee to be accepted for reimbursement. If the name of the city where the taxi was taken does not appear on the receipt, please write it on.

To receive reimbursement from the CAP, please submit a signed copy of this claim form, **plus original receipts**, to the CAP office:

Mailing address for CAP Expense Claims:

CAP Lecture Tour
University of Ottawa
555 King Edward Ave., 3rd Floor
Ottawa, ON K1N 7N5

***** All CAP Expense claims must be received in the CAP office by May 31 of the current Lecture Tour Year. *****

Local Expense claims:

Your host institutions will reimburse you for all local expenses including local transportation, once you have arrived in the host city (e.g. taxis to/from airport, train station, bus station, or hotel to/from host institution), hotel, meals while in the host city, etc. You should arrange to submit a travel claim for local expenses according to the established procedures at each host institution on your tour.

Please do not include local expenses in your claim to the CAP, as this will delay processing of your travel reimbursement.

THANK YOU for your important contribution to the Canadian Association of Physicists' Lecture Tour!

2017 CAP LECTURE TOUR EXPENSE CLAIM FORM

When completing the form, only complete the white boxes. See previous tab for detailed instructions.

Speaker's Name: _____ **Telephone #:** _____
Mailing Address: _____ **Institution(s) visited:** _____

 _____ **Date(s) of trip:** _____

	DATE	DESCRIPTION (must be CAP Eligible Expense)	G/L	AMOUNT	HST	QST	GST	TOTAL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
SUB-TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

** Original receipts (air, train, bus fare stub, rental car statement, gas/taxi, meals receipts) must be attached to this claim when submitted. **Any airline, train, or bus receipt must clearly show the breakdown of the GST/HST included in the fare.**

Signature of Claimant: _____ **TOTAL CLAIM** \$ \$0.00

Received at CAP Office on: _____ Processed by: _____ Paid on: _____

FOR INTERNAL USE	
GL ACCOUNT	Amount