



Travel Order and Claim Form (AFAC Form TDY-28/2/07)

RCAF Association PO Box 2460, Strn "D" Ottawa, ON K1P 5W6, tel: 613-232-2303 FAX: 613-232-2156

AIR AND RAIL TRANSPORTATION: Authorized AFAC business rail travel or commercial air transportation must be booked by the traveler. **GROUND TRANSPORTATION:** As of 01 January 2014, mileage rate for pre-authorized use of POMV is \$0.55 per kilometer to a maximum of 300 kilometers. If longer distances are involved, gas receipts will be reimbursed instead of mileage. Only the most economical travel means will be reimbursed. The lesser of either commercial airfare, rail, bus or the mileage amount will apply. **ACCOMMODATION:** Nat'l HQ reimburses eligible expenses only for pre-approved (budgeted) travel, as reflected on your hotel/motel receipt for accommodation, taxes and business phone calls only. Movies, meals, incidental room service are not normally considered eligible expenses. **MEALS:** Incidental meals are not normally considered eligible expenses. Annual General Meeting registration fees (non-meal related) are eligible expenses to be reimbursed. International travel incidental meals and incidentals are eligible expenses for pre-approved international travel.

Claimant Details		
Name	Address and e-mail	Phone No

Travel Details		
Purpose of Travel/Destination	Modes of Travel (Check all that apply) <input type="checkbox"/> Pre-authorized POMV <input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Taxi <input type="checkbox"/> Ferry	Dates of Travel

I certify that the amounts included in this claim were incurred on authorized RCAF Association (or Trust) business, and all receipts reflect actual and reasonable expenses.

Date _____ Signature _____

Please provide details and attach receipts. (for more space, use reverse side of sheet)

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Transportation Expenses	Mileage	Gas Receipts	Vehicle Rental	
Commercial Airline Tickets	Car and/or Valet Parking	Ferry/Toll/Taxis	Rail and/or Bus Tickets	
Accommodation Expenses (No. of Nights)	Hotel/Motel/Commercial Room	Non-commercial Room	Wireless/Internet Services	
	Amenities/Cots/Other Furniture	Phone Calls	Incidentals/Dry-cleaning/Repairs	
Conference Registration/Event Fees (Meals not incl)	Conference Registration Fees			
Per Diem Meals (#) Treasury Board Rates (Currency)	Breakfast	Lunch	Supper	
Other Expenses	Exchange Rate for International Travel Purposes:	Currency Exchange Commission		
Miscellaneous				
				Total
				Amount due Claimant

Approval Authority (Executive Director, National President, Chairman RCAF Association Trust Fund, Association Comptroller)

Name _____ Appointment _____

Date _____ Signature _____

Financial Coding (Budget Line) and Amount

Cheque No. _____ Date. _____