



Manitoba Council  
 Girl Guides of Canada-Guides du Canada  
 Girl Guides of Canada  
 PO Box 61032 Grant Park  
 Winnipeg, MB R3M 3X8

# Expense Form

Reimbursement issued to: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor of reimbursement: \_\_\_\_\_

Expenses claimed (attach applicable receipts – receipts must contain **ONLY** GGC purchases)

**Expense forms must be submitted to the for approval within TWO MONTHS of the event, or BEFORE THE END OF THE FISCAL YEAR – whichever comes first.**

Please be specific when listing expenses.

Please code each of your expenses.

	<u>Subtotal</u>	<u>GST</u>	<u>Total</u>	<u>Account</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approving Signature \_\_\_\_\_

Date \_\_\_\_\_

## Travel and Expense Guidelines for Volunteers

### Travel

- For meetings of approved committees - 47 cents per kilometer
- Taxi and other travel reimbursement - approval must be received in advance.
- Most economical method of transportation should be selected.
- **Receipts are required for all forms of reimbursement other than mileage.**

### Accommodations

- Accommodations will be paid at the most economical rate. Prior approval must be obtained.
- **Receipts are required for all forms of reimbursement. Credit card copy of the receipt is not acceptable. The receipt must list the number of nights and charges to the room and the vendor's name and GST registration number.**
- Rooms should be shared when appropriate. If the volunteer requests not to share a room, then that volunteer will be billed half the room cost.
- Rooms will only be paid for the time that is required for the event/project or meeting. Any additional days will be the responsibility of the volunteer.

### Childcare

- Childcare will be reimbursed for a Council Member only to attend Provincial Council meetings and/or the Annual Meeting
- Receipts are required

### Meals

- Breakfast - \$12.00 maximum
- Lunch - \$15.00 maximum
- Dinner - \$25.00 maximum
- All meal reimbursements require prior approval. Meals will only be reimbursed where not provided as part of the meeting, event or project.
- **Receipts are required for all forms of reimbursement. Credit card copy of a receipt is not acceptable. The receipt must list what was purchased and the vendor's name and GST registration number. These can be requested from the restaurant.**
- Alcoholic beverages are at the expense of the member and not to be included on the receipt submitted with the reimbursement form.

## Other Expenses Reimbursement Policies and Guidelines

- Prior approval must be obtained.
- **Receipts must be provided.**
- Reimbursement form must be completed.

*Please note that volunteers wishing to donate all or part of their reimbursement of expenses as a tax deductible donation, may do so by writing a personal cheque to the Girl Guides of Canada-Guides du Canada. An official income tax receipt will be issued.*

### Approval Policy

- All expenses must be authorized by the person responsible for the budget concerned. Amounts in excess of the budget must be approved by the Provincial Council.