

EXPENSE CLAIM REIMBURSEMENT FORM

Name of Participant:	
Community/Organization Represented:	
Business Address:	
Business Phone Number:	
Email Address:	
Other Contact Details (if applicable):	
Name of community or organization that payment should be made to:	

INSTRUCTIONS FOR COMPLETING FORM

1. Complete each of the sections for which you are claiming reimbursement.
2. Please attach copies of the receipts received from each vendor (*receipts for meal expenses not required*).
3. Sign and date the form.
4. Please send the completed form and receipts to:

IESO
 Attention: Clare Gutjahr, Advisor, FNMR
 1600-120 Adelaide Street West
 Toronto, ON M5H 1T1
 Email: IndigenousRelations@ieso.ca

Please note that expense claims are processed so as to comply with the Government of Ontario's Travel, Meal & Hospitality Expense Directive. Reimbursement will be provided only for those expenses related to attending an IESO meeting or event. The Travel, Meal & Hospitality Expense Directive can be found here:

<https://www.ontario.ca/document/travel-meal-and-hospitality-expenses-directive>

Signature of Participant

Date

AIR TRAVEL					
Date travelled:	Airline:	Departure City:	Destination City:	Cost:	HST:
Date travelled:	Airline:	Departure City:	Destination City:	Cost:	HST:
Date travelled:	Airline:	Departure City:	Destination City:	Cost:	HST:
Date travelled:	Airline:	Departure City:	Destination City:	Cost:	HST:
				SUB-TOTAL HST:	\$
				SUB-TOTAL FOR AIRLINE TRAVEL COST:	\$
TRAVEL BY TAXI					
<i>Please note: the maximum reimbursement for a taxi tip is 10% of the fare</i>					
Date(s):	From:	To:	Amount Paid:	HST Paid:	Tip Paid:
Date(s):	From:	To:	Amount Paid:	HST Paid:	Tip Paid:
Date(s):	From:	To:	Amount Paid:	HST Paid:	Tip Paid:
Date(s):	From:	To:	Amount Paid:	HST Paid:	Tip Paid:
				SUB-TOTAL FOR TAXI TIPS:	\$
				HST:	\$
				SUB-TOTAL:	\$
TRAVEL BY RENTAL CAR					
<i>Please note: travel by rental car must be pre-approved by the IESO. Please contact IESO FNMR prior to booking a rental car to determine eligibility.</i>					
Rental Date(s):	From:	To:	Return trip? (Y/N):		
				HST:	
				TOTAL:	
MILEAGE FOR TRAVEL BY PERSONAL VEHICLE					
<i>Please use Google maps to calculate your mileage and include a copy of the map with distance indicated.</i>					
Date travelled:	Travelled from:	Travelled to:	Distance in km:	Return trip? (Y/N):	
Date travelled:	Travelled from:	Travelled to:	Distance in km:	Return trip? (Y/N):	
Reimbursement amount:					
Northern Ontario rate: Total km travelled: _____ x \$0.41/km = \$ _____					
Southern Ontario rate: Total km travelled: _____ x \$0.40/km = \$ _____					

PARKING FOR RENTAL OR PERSONAL CAR			
Date:	Location:	Cost of Parking:	HST Paid:
Date:	Location:	Cost of Parking:	HST Paid:
Date:	Location:	Cost of Parking:	HST Paid:
SUB-TOTAL FOR HST:			\$
TOTAL COST OF PARKING:			\$

ACCOMMODATION			
Dates:	Name of Hotel and City:	HST Paid:	Total Amount Paid incl. HST:
Dates:	Name of Hotel and City:	HST Paid:	Total Amount Paid incl. HST:
Dates:	Name of Hotel and City:	HST Paid:	Total Amount Paid incl. HST:
SUB-TOTAL OF HST:			\$
TOTAL COST OF ACCOMMODATION INCLUDING HST:			\$

MEALS						
<ul style="list-style-type: none"> Meal expenses are reimbursed at the following rates: breakfast \$10; lunch \$12.50; dinner \$22.50. Receipts are not required however please indicate the date of each meal, the date and the allowed amount. Reimbursement will not be provided for meals included in the cost of seminars or conferences. 						
Date of Meal	Type of Meal (circle one)			Claim Amount (circle one)		
	Breakfast	Lunch	Dinner	\$10	\$12.50	\$22.50
	Breakfast	Lunch	Dinner	\$10	\$12.50	\$22.50
	Breakfast	Lunch	Dinner	\$10	\$12.50	\$22.50
	Breakfast	Lunch	Dinner	\$10	\$12.50	\$22.50
	Breakfast	Lunch	Dinner	\$10	\$12.50	\$22.50
	Breakfast	Lunch	Dinner	\$10	\$12.50	\$22.50
TOTAL COST OF MEALS:						

TOTAL HST:	\$
TOTAL OF ALL EXPENSES, NOT INCLUDING HST:	\$

NOTES:

Guidelines from the Government of Ontario Travel, Meal and Hospitality Expenses Directive

Travel

Please use the most practical, direct and economical mode of transportation. Eligible travel expenses include:

- Air travel that is booked in economy class on regularly scheduled routes
- Rental vehicles pre-approved by IESO FNMR and associated gasoline expenses. Contact FNMR at IndigenousRelations@ieso.ca to determine eligibility for renting a vehicle prior to attending the event.
- Mileage incurred when a claimant uses their personal vehicle. Claimants should provide a print-out from Google Maps to evidence their mileage, from their beginning and end points, using the Directions feature. Mileage shall be reimbursed at the following rates:

Area of Province	Mileage Rate
Northern Ontario (including the District of Muskoka and all areas north of Muskoka)	\$0.41 per kilometre
Southern Ontario (all areas south of the District of Muskoka)	\$0.40 per kilometre

Accommodation

Accommodation will be reimbursed based on single occupancy at a reasonable/economical rate, considering all relevant circumstances. Please use the federal government's accommodation directory for selecting hotel accommodation. It can be found at:

<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/acrds/hebergement-accommodation-eng.aspx>

Meals

Meal expenses will be reimbursed at the meal reimbursement rates, regardless of the actual meal costs: this is a meal allowance. These amounts are inclusive of taxes and gratuities. Receipts are not required to be submitted with meal claims.

Reimbursement will not be provided for meals served at an event that was attended where the meals were provided for free or the cost of the meal was included in the event fee.

Meal Type	Meal Reimbursement Rate
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50