



# Guidelines for completing CASC/ACSS Expense Claims

Thank you for your efforts on CASC business.  
The following guidelines are to assist you in completing your expense claim.

## Procedure:

1. The chairperson of your committee or commission is required to sign the Meeting Information Section (*including allocation*) in order for your claim to be processed.
2. Original Receipts are required. Receipts not provided will not be processed.
3. Expense forms **MUST** be submitted within 30 days of expenditure to qualify for reimbursement.

## Transportation:

- Automobile expenses will be reimbursed at a rate of 40 cents per kilometer. To encourage car-pooling, an additional 5 cents per kilometer will be paid for each additional passenger. (When economy air fare is lower than the mileage charge, economy air fare will be paid)
- In the case of a rented car, the cost should not exceed the above guidelines.
- Airline tickets should be booked a minimum of two weeks in advance to benefit from the lowest fares. When booking, there may be a discount for staying over a Saturday night (air), or not traveling on Friday or Sunday (rail). Late bookings bearing additional costs (e.g. within two weeks of travel) may not be reimbursed in full.

## Meals:

- Members will be reimbursed for meals (excluding alcoholic beverages) up to a maximum of \$40.00 per day.

## Accommodation:

- Lodging will be reimbursed on the basis of shared accommodation (or at half the room rate if you prefer private accommodation). At pre-conference time, the rate is the advance room rate for double occupancy.

## Note:

- Registration fees for the National Convention are not reimbursed by CASC.
- Expenses for meetings at the National Convention are limited to expenses for Board or Committee meetings scheduled for pre and post-convention days.

**For more details, please refer to the "Travel Expense Policy" on our website**