

Guidelines for completing CAPPE/ACPEP Expense Claims

Thank you for your efforts on CAPPE 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 must be enclosed for reimbursement
3. Expense forms must be submitted within 30 days of expenditure

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 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 above rates apply.
- Airline tickets should be booked a minimum of two weeks in advance to benefit from the lowest fares. It is also important to take full advantage of "Seat Sales". 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 -with a maximum of \$75.00 per night including all taxes- 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 CAPPE.
- Expenses for meetings at the National Convention are limited to expenses for Board or Committee meetings scheduled for pre and post-convention days.

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