

## YEP Expense Reimbursement Claim Form

Period Covered	m/d/y	to	m/d/y	
<b><i>For complete information, please refer to the Policy Manual section "Expense Reimbursement"</i></b>				
<b>District Chairs - (expenses not covered by any District Budget)</b>			<b>Cost</b>	
Postage - receipts attached			\$	
Long Distance Phone/Fax/courier - receipts attached			\$	
Other -			\$	<i>Show details on reverse</i>
<b>Airport Duty</b>			Miles @ .25	Kil. @ .16
Mileage (detail trips on reverse as to date and distance)			\$	
Parking (list on reverse, attach receipts)			\$	
Lunches (attach receipts, detail on reverse)			\$	
Other (attach receipts, detail on reverse)			\$	
<b>All others - officers and coordinators</b>				
Postage - receipts attached			\$	
Long Distance Phone/Fax - receipts attached			\$	
Other (details on reverse)			\$	
<b>All Committee Members - Mileage</b>				
Allowance for YEP committee Meetings (only 2 per year, maximum \$80 per trip)				
Date m/d/y	Place From/To	Miles @ .25	K @ .16	
				\$
Allowance for Travel Administration (maximum \$80 per trip)				
Date m/d/y	Place From/To	Miles @ .25	K @ .16	
				\$
				\$
				\$
Allowance for YEP Promotion (details on reverse, maximum \$80 per trip)				
Date m/d/y	Place From/To	Miles @ .25	K @ .16	
				\$
				\$
				\$
				\$
<b>Ferries (attach receipts)</b>			\$	
<b>Total Claim</b>	(Can be calculated if using Excel)			<b>\$</b>
Name				
Address				
City/Pcode				
Signature - certified correct -				
Mail with receipts to PDG Ron Silver, 2826 Gook Road, Quesnel, BC Canada V2J 4J1				