



NOVA SCOTIA BARRISTERS' SOCIETY

EXPENSE CLAIM FORM

Please note:

- HST should be shown separately for hotel and airfare costs
- Please keep a copy of this claim for your records

Name: _____ Signature: _____ Date: _____

REIMBURSEMENT ALLOWANCES

Mileage	\$0.405 per kilometre (effective July 1, 2008)
Airfare	Economy or similar – receipts required
Ground Transportation	Receipts required
Hotel	To a maximum of \$150 (plus HST per night)
Meals	To a maximum of \$25 per meeting
Parking, taxi, and other expenses	Receipts required

	Meeting 1	Meeting 2	Meeting 3	Meeting 4
Date of meeting				
Name of meeting				
Travelled from				
Travelled to				
No. of kilometres traveled				
No. of kilometres x \$0.405				
Air fare (exclude HST)				
Hotel (exclude HST)				
HST on air fare & hotel				
Parking (exclude HST)				
Meals (exclude HST)				
Other expenses (exclude HST)				
HST on meals, parking and other				
Total due to you				