



NOVA SCOTIA
BARRISTERS' SOCIETY

TRAVEL 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: _____

Approval Signature: _____ Date: _____
(Travel Expenses shall be approved by a senior member of Society staff responsible for the project/committee)

REIMBURSEMENT ALLOWANCES

Mileage	\$0.4415 per kilometre (effective June 1, 2018)
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 \$35 per meeting (plus HST) receipts required
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 \$0.4415	\$				
<i>Mileage (NET) Finance use only</i>					
<i>Mileage (HST) Finance use only</i>					
Air fare (exclude HST)	\$				
Hotel (exclude HST)	\$				
HST on air fare & hotel	\$				
Car rental, gas (exclude HST)	\$				
Parking (exclude HST)	\$				
Other expenses (exclude HST)	\$				
HST on Other, Car, Parking, etc	\$				
Meals (exclude HST)	\$				
HST on Meals	\$				
Total due to you	\$\$				
<i>Total HST – Finance use only</i>					