



P.O. Box 1161, Port Alberni, BC, V9Y 7M1, Canada

(Tel) 1-250-723-2296

Travel Expenses – BALTA Project – Claim Guidelines

NB1: Please submit expense claims within a month of expenditures.

NB2: Funding for BALTA Project travel is provided by the Social Sciences & Humanities Research Council (SSHRC). SSHRC requires that specific information be included on all expense claims and has specific requirements with respect to documentation required in support of claims. Please read these guidelines, follow them exactly and complete all required sections of the expense claim form. Otherwise, processing of your travel claim will be delayed and specific expenses may not be reimbursable.

Claimant Information:

SSHRC requires that the claimant's relationship with BALTA be clearly specified on the form (eg. SERC 1 member) and that the precise purpose, location and dates of meetings and travel be specified.

Airfare:

The maximum airfare that can be reimbursed is Economy fare. Where possible, lower fares are preferred. Provide original ticket receipts. In the case of electronic tickets, boarding passes as well as the e-ticket must be included with the expense claim.

Accommodation:

Reasonable accommodation costs will be reimbursed. Provide a clear explanation on the claim form. Personal charges are the responsibility of the participant. Please provide receipts. Please note that invoices and credit card receipts are not valid receipts.

Transportation:

Taxis, ferries, car rentals (when necessary) and parking/tolls should be detailed on the claim form. Please provide official receipts with appropriate dollar amounts and date.

For those individuals using their own vehicles for travel, the reimbursement rate is 44 cents per kilometer. SSHRC requires that the make, model and year of the vehicle be specified on the claim form.

Incidentals:

A per diem of \$10.00 per day may be claimed. It is intended to cover such items as phone calls, laundry and dry cleaning, etc. Receipts are not required.

Meal Allowance:

Per diem amounts for meals can be claimed as follows: \$11.00 for breakfast, \$12.00 for lunch and \$26.00 for dinner. Please note that you will not be reimbursed for meals provided during events and that per diems for partial days of travel can only be claimed for meals covered by the period of travel. Receipts are not required.

How to submit your claim:

Original receipts must be attached to the travel claim form and mailed to:

Canadian Centre for Community Renewal
P.O. Box 1161, Stn A
Port Alberni, B.C.
V9Y 7M1

Phone: (250) 752-4710 Toll Free: (888)255-6779 Fax: (250) 752-4718

**Policy approved by Mike Lewis – November 7, 2006
Updated Fall 2008**