



Newfoundland and Labrador Association of Public and Private Employees

# TRAVEL EXPENSE CLAIM FORM

Claimant: \_\_\_\_\_

Local Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Position in Union: \_\_\_\_\_

\_\_\_\_\_

Home Address: Same As Mailing: \_\_\_ OR

Postal Code: \_\_\_\_\_

\_\_\_\_\_

Place of Work: \_\_\_\_\_

Town of Work: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date	Particulars	Meals		Room		Kms Travelled	Cost of kms travelled		Other
<b>COLUMN TOTALS: (\$)</b>									

Total Claim: \$ \_\_\_\_\_  
 LESS: Advance Received: \$ \_\_\_\_\_  
 Balance Due Claimant/Association: \$ \_\_\_\_\_

I hereby certify that the above expenses and allowances are in accordance with those allowed under Union regulations and relate solely to approved NAPE business.

\_\_\_\_\_  
 CLAIMANT SIGNATURE

**For Office Use Only**

\_\_\_\_\_

Account Number

\_\_\_\_\_

Recommended For Approval

\_\_\_\_\_

Approved For Payment

\_\_\_\_\_

Cheque Number

**SEE REVERSE FOR DETAILS**  
 MAILING ADDRESS: 330 Portugal Cove Place, P.O. Box 8100, St. John's NF A1B 3M9  
 (St. John's Office Long Distance # 1-800-563-4442; Local # 754-0700; Fax # 754-0726)

**FORM MUST BE FULLY COMPLETED BEFORE PAYMENT CAN BE PROCESSED**

## GENERAL INSTRUCTIONS

A separate claim should be prepared for each function requiring an expense claim. If same trip covers two or more functions, please indicate on claim form the appropriate cost allocation for each function.

### Travel

1. Payment will be made for the most direct and economical route.
2. Mileage - 35¢ per kilometer (Effective January 1 to March 31, 2019) (minimum in-town travel is \$10.00 return).
3. Kilometers between places (one way) as accepted by the Finance Committee as follows:

St. John's to Whitbourne	90 kilometers
St. John's to Harbour Grace	110 kilometers
St. John's to Carbonear	120 kilometers
St. John's to Clarenville	200 kilometers
St. John's to Gander	345 kilometers
St. John's to Grand Falls	440 kilometers
St. John's to Springdale	550 kilometers
St. John's to Deer Lake	650 kilometers
St. John's to Corner Brook	700 kilometers
St. John's to Stephenville	810 kilometers
St. John's to Port aux Basques	925 kilometers
St. John's to Bonavista	315 kilometers
St. John's to Marystown	315 kilometers
St. John's to Burin	330 kilometers
St. John's to St. Lawrence	360 kilometers
St. John's to Grand Bank	370 kilometers
St. John's to Hawkes Bay	860 kilometers
St. John's to St. Anthony	1,100 kilometers
St. John's to Placentia	140 kilometers
St. John's to Kilbride	20 kilometers
St. John's to Goulds	30 kilometers
St. John's to Mount Pearl	25 kilometers
St. John's to Trepassey	160 kilometers
4. Airport Service
  - (a) Transportation to and from an airport may be claimed up to limousine rates. Taxi fares up to five dollars (\$5.00) each way may be claimed without a receipt. **Receipts will be required for amounts in excess of five dollars (\$5.00) or in excess of the set limousine rates.** Taxi fares may be claimed by Association on approved Association business if supported by vouchers.
  - (b) Limousine service to and from airports; stations, etc., may be claimed up to the established limousine rates in the area.
5. Hotel
  - (a) Vouchers or receipts not required for hotel accommodations less than twenty-five dollars (\$25.00) per day.
  - (b) All hotel and travel requirements shall be booked through NAPE's Head Office.
  - (c) A \$10.00 per night incidental rate will be paid to those residing away from home overnight.
6. Meals

The maximum rates for meals while travelling for period of less than one (1) day shall be as follows (inclusive of taxes and gratuities):

Breakfast	\$	12.00
Lunch		15.00
Dinner		25.00
TOTAL:	\$	52.00

When meal(s) is/are paid for directly by the Association, the daily rate claimed for that day shall be reduced accordingly.
7. Other

To cover expenses not included under previous headings, a brief explanation should be given in the description column.