

**Association canadienne des enseignantes et des enseignants retraités**

**Canadian Association of Retired Teachers**

Date  : August 11, 2018

From : Roger Régimbal Executive Director

To ; Directors / Presidents

Objet : Representation expenses

Directors,

Presidents,

Executive has asked me to review our expense allocation when we are representing ACER-CART at a meeting or at other functions. In order to do this, it is important that I put it in perspective of the allocation grid that Members used to reimburse their members. Could you please fill in this short survey and return it to me before August 31st? I will then have time to collate the information and present a report for the September meeting.

Thank you



**Expense Survey**

Member (Organization); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person who responds for the Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Maximum** | **Receipt Necessary Y/N** | **Comments** |
| Travel | Automobile | /KM |  |  |
|  | Airfare |  |  |  |
|  | Taxis |  |  |  |
|  |  |  |  |  |
| Meals | Breakfast |  |  |  |
|  | Lunch |  |  |  |
|  | Dinner |  |  |  |
|  |  |  |  |  |
| Basic amount not requiring a receipt | | | $ |  |
| Other expenses |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |