# TRAVEL REIMBURSEMENT FORM

Name:        _____

Address:     _____

Event:        Democracy Bootcamp                          Date:    April 16-17, 2015

*Please fill in what applies.*

## A.  Transportation - Mileage Reimbursement (travelling by car)

CIVIX will reimburse you at a rate of $0.40/km. A Google Maps/Mapquest printout must be attached. All totals must match what is indicated on the map and should be indicated in **KM.**

| | **Address 1 (address, city)** | **Address 2 (address, city)** | **KM** |
|---|---|---|---|
| **Single route** | | Sheraton Centre Toronto, 123 Queen St W Toronto ON, M5H 2M9 **- OR -** Royal Ontario Museum, 100 Queens Park Toronto ON, M5S 2C6 | |

Total kilometres (Route x 2): _____

$ Total mileage reimbursement ($0.40/km): _____

## B.  Transportation - Receipt Reimbursement

Please attach each receipt.

| Expense Type (Airfare, Train, Bus, etc.) | Subtotal | HST | TOTAL |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL TRANSPORTATION RECEIPTS | | | |

## TOTAL TRAVEL REIMBURSEMENT CLAIM: _____