

# ADVANCE/RECONCILIATION TRAVEL FORM

**Effective 2024**

Please submit original receipts for items indicated by an asterisk (\*) when completing the travel form.



**NAME:** \_\_\_\_\_

**Cheque Made Payable To:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Purpose of Travel and Dates:**

**LEASES AND PERMITS ON RESERVE LANDS**

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**MARCH 25-27, 2025**

**DELTA HOTELS GRAND OKANAGAN RESORT, KELOWNA, BC**

| <u>Advance</u> | <u>Reconciliation</u> |
|----------------|-----------------------|
|----------------|-----------------------|

a) Mileage from \_\_\_\_\_ to \_\_\_\_\_ is \_\_\_\_\_ 0.58 ¢/km \_\_\_\_\_ ¢/km \_\_\_\_\_

**AB .535¢/km; BC .58¢/km; MB .56¢/km; NB .59¢/km; NL .605¢/km; NT .705¢/km; NS .595¢/km**  
**NU .68¢/km ON .605¢/km; PE .575¢/km; QC .58¢/km; SK .55¢/km; YT .72¢/km**

b) Commercial Transportation (taxi, bus, shuttle, etc.) (\*) \_\_\_\_\_ (\*) \_\_\_\_\_

c) Airfare & Airport Fees (airport parking) (\*) \_\_\_\_\_ (\*) \_\_\_\_\_

d) Baggage Fee (\*) \_\_\_\_\_ (\*) \_\_\_\_\_

e) Accommodations \_\_\_\_\_ nights @ \_\_\_\_\_ (\*) \_\_\_\_\_ (\*) \_\_\_\_\_

f) Parking \_\_\_\_\_ days @ \_\_\_\_\_ (\*) \_\_\_\_\_ - (\*) \_\_\_\_\_

g) Meals Breakfast \_\_\_\_\_ @ \$24.35 \_\_\_\_\_

Lunch \_\_\_\_\_ @ \$24.65 \_\_\_\_\_

Dinner \_\_\_\_\_ @ \$60.45 \_\_\_\_\_

Incidentals \_\_\_\_\_ @ \$17.30 \_\_\_\_\_

h) Total \$ - \$ -

i) Travel Advance \_\_\_\_\_

j) Balance Owing to Claimant \_\_\_\_\_

I certify that I am not receiving compensation from any other source of expense detailed above.

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_