



CMS-MITACS Joint Conference

May 31 – June 3, 2007

Delegate Expense Claim Form

Directions:

In order to process your claim form without delays, please follow these steps:

1. Please read the rules on next page.
2. Complete entire form by printing your name, contact information and all expense items clearly.
3. Attach all supporting original receipts and boarding passes.
4. Sign your name at the bottom of the claim form.
5. Mail to address below by July 4, 2007. Please allow four to six weeks to receive your reimbursement cheque.

Send To: MITACS Inc.
Simon Fraser University
TASC 2, Room 9904
8888 University Drive,
Burnaby, BC Canada V5A 1S6
Attention: Jo-Anne Rockwood

NAME: _____ Dates of Stay: _____

Mailing Address: _____

Email: _____ Phone: _____

ORIGINAL RECEIPTS MUST ACCOMPANY THIS FORM

Travel:	Air Fare:	\$ _____	(economy airfare)
	A.I.F:	\$ _____	(airport improvement fee)
	Bus/Train:	\$ _____	
	Car rental:	\$ _____	
	Private vehicle:	\$ _____	(38¢ per kilometer)
	Taxis:	\$ _____	(fare only)
Local Expenses:	Accommodation:	\$ _____	
Total Expenses		_____	

Comments: _____

SIGNATURE: _____

I hereby certify that all expenses being claimed are net of any travel rebates, and agency discounts, and are not reimbursed from other sources.

Rules and Guidelines for Reimbursements

Accommodations

- Your name must appear on all documents in order to claim for the expense.
- One night prior to the event and one night after the event will be considered as an allowable expense towards your reimbursement.

Travel

Please follow these rules if you traveled by:

Air

- All boarding passes.
- Air Ticket (electronic is acceptable), electronic itinerary and/or original invoice from Travel Agency.
- Your name must appear on all documents in order to claim for the expense.
- Insurance purchased is not reimbursed.

Bus / Train

- Ticket and boarding passes (if issued).
- Receipt showing amount paid.
- Your name must appear on all documents in order to claim for the expense.

Rental Car

- Receipt for vehicle rental.
- Your name must appear on all documents in order to claim for the expense.
- If you travelled by car in a group, please submit all reimbursements together. The costs will be processed as a group. Reimbursements will be made to individual whose name appears on the actual receipts. Some individuals may receive cheques more than the maximum stated on the web site.
- Rental Car is for travelling to and from event. Sightseeing excursions are not included in reimbursement.

Private vehicle

- Rate is 38¢ per kilometer, which covers travel to and from the conference.
- Fuel is not reimbursed separately, as this is covered in kilometer cost.
- If you travelled by car in a group, please submit all reimbursements together. The costs will be processed as a group. Some individuals may receive cheques more than the maximum stated on the web site.

Taxi

- Receipts must have date and amount on them.
- To cover travel to and from airports or conference venue.

Funding from other sources

If you are receiving funding from another source and require the original receipts to be returned, please specify this when you submit the claim form. The original receipts will then be processed and returned to you with an official stamp indicating the support you have received from this event.