

**Okanagan College Faculty Association (OCFA)  
Expense Claim Form**

Date	Purpose	Details	Distance	Amount

**Mileage from KLO Campus One Way at a rate of \$0.55/km:**

Armstrong	75	Princeton	176
Enderby	90	Revelstoke	197
Kamloops	176	Salmon Arm	115
Keremeos	109	Sicamous	126
Oliver	104	Vancouver	400
Osoyoos	128	Vernon	53
Penticton	67	Victoria	450

Members who attend a meeting or travel on OCFA business shall receive reimbursement for reasonable actual meal expenses with receipts.

Members may claim a per diem allowance for meal expenses up to a maximum of \$50.00 per full day. If less than a full day, the maximum shall be the rate per meal, or combination thereof, based on the following rates:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

Members may not claim both reimbursement actual meal expenses and a per diem allowance.

Members who attend a meeting or travel on OCFA business may receive reimbursement for reasonable actual dependent care costs with receipts. If receipts are not available dependent care costs up to a maximum of \$10.00 per hour may be claimed.

Claimant's Name (Print) \_\_\_\_\_

Claimant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_