

# ONTARIO LIBRARY ASSOCIATION



## EXPENSE CLAIM FORM

Address: 2 Toronto Street 3rd Floor Toronto ON M5C 2B6 416-363-3388 or 1-866-873-9867 toll free

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Meeting/Event: \_\_\_\_\_ Meeting/Event Date: \_\_\_\_\_

**OLBA Council**  
Treasurer's Approval

Date received by OLA office

**Claims will be processed within  
30 days of receipt by the OLA  
office**

**TRAVEL, HOTEL, and MEAL EXPENSES** Receipts MUST be attached to the back of this form.

Description	Receipts	Amount Claimed	HST on Bill	Office Use (GL)
Automobile – total km _____ @ \$0.43 per km	No			5220- 212
Car Rental	Yes			5220- 212
Parking – Max \$16 near office	Yes			5220- 212
<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus (Economy Class)	Yes			5220- 212
Public Transit	No			5220- 212
Hotel – Max \$142 plus taxes	Yes			5220- 212
Meal Expenses	Yes			5210- 212

**Max \$25 for dinner, \$15 for lunch, and \$10 for breakfast** if not provided by OLA or OLA's designated hotel. \*Receipts MUST be included with this form. Parking: visit [accessola.com/travelandparking](http://accessola.com/travelandparking) for best choices. Hotel: The self-park rate at the hotel can be submitted with the hotel bill. It can vary based on season.

### TELECOMMUNICATION, COPYING, and DELIVERY EXPENSES

Receipts MUST be attached to the back of this form.

Description	Receipts	Amount Claimed	HST on Bill	Office Use (GL)
Telephone/FAX	No			5130- 212
Photocopying – Max \$0.05 per page	Yes			5410- 212
Printing	Yes			5410- 212
Postage/Delivery	Yes			5510- 212
Courier	No			5510- 212

**OTHER EXPENSES** Receipts MUST be attached to the back of this form.

Description	Amount Claimed	HST on Bill	Office Use (GL)

Return to the appropriate treasurer as listed on the back of this form.

Total Claimed  
\$ \_\_\_\_\_

Please Issue:  
 Cheque: \$ \_\_\_\_\_  
 Donation Receipt: \$ \_\_\_\_\_

Claimant's Signature \_\_\_\_\_ Form Submission Date \_\_\_\_\_  
**\*\*REQUIRED\*\*** Form will not be processed if these fields are left blank.

**OLA Treasurer**

Janneka Guise  
Head, Music Library  
University of Toronto  
Edward Johnson Building  
80 Queen's Park Cres  
Toronto ON, M5S 2C5  
Phone: (416) 978-6920  
Jan.guise@utoronto.ca

**OCULA Treasurer**

Monique Flaccavento  
University of Toronto/OISE  
252 Bloor St W  
Toronto, ON M5S 1V6  
Phone: (416) 978-1867  
Monique.flaccavento@utoronto.ca

**OLITA Treasurer**

John Fink  
Digital Scholarship Librarian  
McMaster University  
1280 Main St. W.  
Hamilton ON, L8S 4L6  
John.fink@gmail.com

**OSLA Treasurer**

Kelly Maggiras  
Fred Varley P.S.  
81 Alexander Laurie Ave  
Markham ON, L6E 0J8  
Phone: (905) 910-0034  
Kelly.maggiras@gmail.com

**ABO-Franco Treasurer**

Leigh Jackson  
Bilingual Reference Librarian  
York University  
2275 Bayview Ave  
Toronto, ON M4N 3M6  
Phone: (416) 736-2100 ext 88415  
leighj@yorku.ca

**OLBA Treasurer**

Ben Hendriks  
Markham Public Library Board  
6031 Highway #7  
Markham, ON L3P 3A7  
hendriks.ba@gmail.com

**OPLA Treasurer**

Cortney LeGros  
Coordinator: Outreach, Programs, and  
Partnerships  
Hunstville Public Library  
7 Minerva St E  
Hunstville ON, P1H 1W4  
Phone: (705) 789-5232 ext 3408  
Cortney.legros@hunstvillelibrary.ca

**POLICIES TO NOTE**

- This form may be downloaded from the OLA Web site at [www.accessola.com](http://www.accessola.com).
- Please provide one form per meeting or activity.
- Original receipts must be attached to the back of this form before claim will be processed.
- Per diem expenses must be supported with receipts to verify expenditures.
- The least expensive form of transportation is expected (Economy Class), unless pre-approved by OLA Management.
- Make claim within 45 days of meeting or activity or by August 31, whichever comes first.
- All claims are paid within 30 days of receipt by the OLA office.
- Send the claim with the original receipts to OLA office. You may also send copies to the Treasurer or the unit sponsoring the meeting or activity. Super Conference, Education Institute and Forest of Reading program claims are OLA expenses, not division expenses.
- For questions about your claim, please contact Stephanie Pimentel, OLA Director, Operations at [spimentel@accessola.com](mailto:spimentel@accessola.com).