

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: _____

OPLA 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- 213
Car Rental	Yes			5220- 213
Parking – Max \$16 near office	Yes			5220- 213
<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus (Economy Class)	Yes			5220- 213
Public Transit	No			5220- 213
Hotel – Max \$142 plus taxes	Yes			5220- 213
Meal Expenses	Yes			5210- 213

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 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- 213
Photocopying – Max \$0.05 per page	Yes			5410- 213
Printing	Yes			5410- 213
Postage/Delivery	Yes			5510- 213
Courier	No			5510- 213

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
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OCULA Treasurer

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OLITA Treasurer

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Digital Scholarship Librarian
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OSLA Treasurer

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ABO-Franco Treasurer

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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.
- 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.