ONTARIO LIBRARY ASSOCIATION

EXPENSE CLAIM FORM

/ o l a
:. ontario library association

Address: 192 Spadina Avenue, Suite 205, Toronto ON, M5T 2G7   1-877-340-1730

Name (please print)

Address

City   Province   Postal Code

Meeting/Event: _____

Meeting/Event Date: _____

TRAVEL, HOTEL, and MEAL EXPENSES Receipts <u>must</u> be accompanied by the expense claim form.

Description	Receipts	Amount Claimed	HST on Bill	Office Use (GL)
Automobile – total km_____ @$0.43 per km	No			5220-
Car Rental	Yes			5220-
Parking – Max $16	Yes			5220-
☐ Air ☐ Train ☐ Bus (Economy Class)	Yes			5220-
Public Transit	No			5220-
Hotel – Max $142 plus taxes	Yes			5220-
Meal Expenses	Yes			5210-

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. All receipts must be included with this form.

OTHER EXPENSES Receipts MUST be accompanied by the expense claim form.

Description	Amount Claimed	HST on Bill	Office Use (GL)

Claimant's Signature   Form Submission Date

REQUIRED Form will not be processed if these fields are left blank.

Total Claimed: $ _____

Please Issue:

☐   EFT: $ _____
Please refer to page 2.

☐   Cheque: $ _____

☐   Donation: $ _____
Please refer to page 2.

OLA Treasurer
Dr. Sabrina Saunders
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OCULA Treasurer
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Office of Dr. Colin Carrie, MP
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OPLA Treasurer
Ryan Moniz
Oakville Public Library
ryan.moniz@oakville.ca

POLICIES TO NOTE

- This form may be downloaded from the OLA Web site at www.accessola.com

- 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.

- OLA pays all claims approved within 45 days of receipt. OLA processing payments via EFT and Cheque. EFTs can be processed within 30 days of receipt. Cheques can be processed within 45 days of receipt.

- Should you wish to receive your payment via EFT please fill out the form on page 3 and provide a copy of your void cheque. Refer to form below.

- Should you choose to donate your expenses to one of our funds, please do so by clicking the checkmark located on page 1 and when submitting your expense claim. You can identify which fund you would like your contribution to, or staff can assign it to the current fundraising campaign.

- If you have been approved to reimburse your expenses, please fill out the expense form and send expense claims to accounting@accessola.com. Please do not mail your expense claims.

- For questions about your claim, please contact accounting@accessola.com

EFT Request Form

Payment Information

Name: _____

Financial Information

To ensure the accuracy of our account information, **you must attach a voided cheque** *and complete the following:*

Name of Financial Institution: _____

Address of Financial Institution: _____

Bank Code: _____

Transit Number: _____

Account Number: _____

Remittance Information

Please provide the contact and email address that you wish to receive your payment details*:*

Contact Name: _____

E-mail address: _____

Once complete, please send to accounting@accessola.com