



:. ontario library association

# Ontario Library Association Expense Claim Form

<b>Name:</b>	
<b>Address:</b>	
<b>Event or Meeting:</b>	
<b>Form Submission Date:</b>	
<b>Approved by:</b>	<input type="checkbox"/> Treasurer <input type="checkbox"/> Director, Operations <input type="checkbox"/> Executive Director

**Please note:**

- For approved expenses to be reimbursed by OLA, please email all receipts along with your expense form to [accounting@accessola.com](mailto:accounting@accessola.com). (Mileage and public transit expenses may be submitted without a receipt if not provided by the merchant.)
- Please review expense guidelines on the next page and contact [accounting@accessola.com](mailto:accounting@accessola.com) with any questions.

Expense Description	Subtotal	Taxes	Total
<b>Expense Claim Total</b>			

**Please select an option for reimbursement:**

- Electronic fund transfer (EFT) – please include your EFT information below
- Donation to OLA (please indicate fund): \_\_\_\_\_

**Claimant's Signature:**

**EFT Request Form (to ensure accuracy, a void cheque is also required with this form)**

Name of Financial Institution:	
Address of Financial Institution:	
Bank Code:	
Transit Number:	
Account Number:	
<b>Contact Information (for remittance details)</b>	
Name:	
Email Address:	

**Guidelines for Approved Expenses:**

- **Meal expense per diem maximum: \$50** (i.e. maximum amount for meal expense claims made per day)
- **Mileage expenses are reimbursed at \$0.60 per km** (please include total number of kilometres in your expense description)
- **Parking expense maximum: \$20**
- **Hotel expense maximum per night: \$250+HST**
- **Alcoholic beverages cannot be expensed** unless approved ahead of purchase by the Executive Director
- **The least costly form of transportation is expected** (i.e. economy class; also, please compare train & flight options as sometimes domestic flights are less expensive than rail travel)
- **Claims should be made within 45 days of the meeting or activity**, or by end of fiscal year (August 31), whichever comes first
- **OLA strives to process all approved claims within 45 days of receipt**, but turnaround times vary during busy seasons such as Super Conference
- **OLA processes all expense payments via EFT** – please contact [accounting@accessola.com](mailto:accounting@accessola.com) if you're unable to receive an EFT and require an alternate payment method
- If choosing to donate your expenses, [please identify which fund](#) you would like to support, otherwise OLA will assign to its current fundraising priorities
- If you have any questions about this form or the expense process, please contact [accounting@accessola.com](mailto:accounting@accessola.com) anytime and we would be happy to help you