



Supporting Healthcare
Volunteers in Ontario

EXPENSE SHEET

HOSPITAL AUXILIARIES ASSOCIATION OF ONTARIO

Name _____

Address _____

City/Town _____ Postal Code _____

Telephone (_____) _____
Area Code _____ E-Mail _____

Date(s) of Meeting(s) _____

Purpose of Travel _____

DATE	OTHER EXPENSES		KM	TRAVEL	HOTEL	MEALS	TOTAL
	DETAILS	AMOUNT					
SUBTOTALS							

FOR HAAO TREASURER'S USE ONLY:			TOTAL	
Checked by: _____				
Approved by: _____				
	<i>a/c#</i>			
TRAVEL	8510			
HOTEL	8515			
MEALS	8511			
HST	1113			
HST	1115			
OTHER				
TOTAL				

Signature: _____

SEE REVERSE FOR TERMS OF PAYMENT

TERMS OF PAYMENT

Expenses are paid to:

- a) Members of the Executive Committee of the Board.
- b) Members of the Board of Directors.
- c) Members of Committees when attending authorized meetings.

On the following basis:

- (1) **Accommodation** - half the cost of twin bedroom. The policy is to endeavour to provide a non-smoking environment.
- (2) **Travel**- paid on the basis of the most efficient mode of transportation including taxis, shuttle and mileage.

If travel is by car - 40 cents per kilometre.

- (3) **Meals**- not more than \$39.00 per day including tax and gratuities.
e.g. B-\$9.00 L-\$10.00 D-\$20.00
No receipts are required.

- (4) **Parking** - for meetings held at the OHA Centre, parking is paid at the rate charged at Simcoe Place.

NOTE - Exceptions to the above **MUST** be authorized by the Treasurer and/or President.

All receipts (i.e. bus, train, plane, taxi, hotel) **MUST** be attached for payment.

Miscellaneous expenses incurred by Board and Committee members shall be paid by the Treasurer when receipts are attached to expense accounts such as phone, office supplies, postage, photo coping etc.

**ALL EXPENSE SHEETS MUST BE SIGNED BY THE CLAIMANT AND
SUBMITTED WITHIN 30 DAYS TO:**

**Elda Sopha
708-165 Herchimer Avenue
Belleville, On
K8N 5M1**