

**ATLANTIC PLANNERS INSTITUTE  
GENERAL TRAVEL EXPENSE CLAIM FORM**

<b>Member Name:</b>					<b>Date:</b>	
<b>Travel Purpose:</b>						
<b>Date</b>	<b>Expense Description</b>	<b>Km</b>	<b>Accommodation</b>	<b>Meals</b>	<b>Other</b>	
<b>Total Km</b>		<b>0</b>				
<b>Sub-totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<b>Total Amount Due:</b>	<b>\$0.00</b>
<b>Less Advance Received:</b>	<b>\$0.00</b>
<b>Balance Owing/Due Member:</b>	<b>\$0.00</b>

<b>Member's Signature:</b>	<b>Authorized By:</b>
_____	_____

Kilometre Rate: \$0.39 per kilometre  
 Per Diem Rates: Breakfast: \$6.75, Lunch: \$10.00, Supper: \$16.75  
 Please attach receipts for expenses other than meals.

## **8.0 COUNCIL EXPENSES**

8.1 It is the responsibility of the individual Council members to make their own travel arrangements to the API Council meetings. Wherever possible, each Council representative will attempt to travel to meetings by the least expensive means possible, i.e., seat sale and advance booking of airline tickets, travelling together by vehicle where possible, sharing hotel accommodation where possible.

8.2 Council will pay for the transportation to a Council meeting. Total meal allowance not to exceed \$33.50 per day. Where overnight accommodation is necessary, or where overnight accommodation results in a reduced airfare, such accommodation may be covered provided the savings accrued do not exceed the cost of full airfare or other transportation costs.

8.3 Council mileage rates shall be \$ 0.39 per km.

8.4 Council expenses for the API-AGM will cover transportation costs and one evening's accommodation. Additional accommodation and other expenses may be claimed where such expenses do not exceed any increase in transportation costs from staying only one night.

8.5 Travel claims must be supported by appropriate receipts and all expenses must be approved by Council.

*Excerpt from Policy Manual for the Guidance of the Council of the Atlantic Planners Institute, Revised 1995 with amendments as made at the November 18, 2000 API council meeting.*

*Mileage rate amended at the December 7, 2007 API Council meeting.*

Mail to:

Nancy Griffiths  
77 Gower Street,  
St. John's, NL, A1C 1N6