



THE RETIRED TEACHERS OF ONTARIO

LES ENSEIGNANTES ET ENSEIGNANTS  
RETRAITÉS DE L'ONTARIO

18 SPADINA ROAD, STE. 300/18, CHEMIN SPADINA, BUREAU 300, TORONTO ON M5R 2S7

**EXPENSE REPORT**

**Please read Guidelines on reverse before completing expense report**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Postal Code \_\_\_\_\_

District No. \_\_\_\_\_  
Meeting/Activity \_\_\_\_\_  
Location \_\_\_\_\_  
Date \_\_\_\_\_

**N.B. expenses are reimbursed based on receipts, not on a per diem basis**

**A. Travel** (receipts required except for mileage)

Car (see guideline 3c for rates) \_\_\_\_\_ km @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Names (if car-pooling rate claimed): \_\_\_\_\_

Air  Train  Bus  \$ \_\_\_\_\_  
Taxi/Limo \$ \_\_\_\_\_  
Subway \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_

Total A. \$ \_\_\_\_\_

**B. Accommodation** (excluding personal expenses)

Hotel \_\_\_\_\_ No. of nights \_\_\_\_\_

Signed to RTO/ERO  Yes  No

Total B. \$ \_\_\_\_\_

**C. Meals** (see Guideline #5 for limits)

Date	Breakfast	Lunch	Dinner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total C. \$ \_\_\_\_\_

**D. Group Meal(s)/List Names** \_\_\_\_\_

Total D. \$ \_\_\_\_\_

**E. Miscellaneous** (specify) \_\_\_\_\_

Total E. \$ \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

**F. Less Personal Charges** \_\_\_\_\_

Less F. \$(\_\_\_\_\_)

**RECEIPTS MUST BE ATTACHED IN ORDER TO PROCESS CLAIM**

**Net Claim** \$ \_\_\_\_\_

Signature of Claimant \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Authorized \_\_\_\_\_ Batch No. \_\_\_\_\_ Date \_\_\_\_\_

Accounts: 1.) \_\_\_\_\_ \$ \_\_\_\_\_ 2.) \_\_\_\_\_ \$ \_\_\_\_\_ 3.) \_\_\_\_\_ \$ \_\_\_\_\_ 4.) \_\_\_\_\_ \$ \_\_\_\_\_

## GUIDELINES FOR TRAVEL ON RTO/ERO BUSINESS

1. **GENERAL**
  - (a) RTO/ERO **does not** operate on a 'per diem' basis.
  - (b) Expenses will be reimbursed for costs associated with an RTO/ERO-sponsored event or an event which has been approved by the Provincial Office.
  - (c) For expense claims to be processed, expense reports must be submitted, with receipts, within 60 days of the event.
  - (d) Expenses are not reimbursed until after the event has occurred.
  - (e) For Adult Dependent Care Guidelines please contact the Provincial Office.
2. **RECEIPTS REQUIRED:**
  - (a) For any claim in excess of \$10 (without receipts, maximum reimbursement is \$10).
  - (b) For all travel except for travel by automobile.
  - (c) For all accommodation that is not charged to an RTO/ERO master account.
  - (d) Credit card slips are not acceptable as receipts. \$10 will be reimbursed if an itemized receipt/invoice is not submitted with a claim.
3. **TRAVEL**
  - (a) When an RTO/ERO member is seeking reimbursement for travel from a location other than his/her permanent residence, RTO/ERO will pay whichever is the lesser cost of travel from (a) the member's place of permanent residence or (b) travel from another location (exceptions require pre-authorization from Provincial Office).
  - (b) Travel by automobile will be reimbursed at the lower of the actual mileage and the cost of the best available air fare at the time of booking. Any exception to this will be considered in advance by the senior staff member responsible for the meeting/event.
  - (c) Mileage rates are: \$0.50/km for one eligible member, \$0.64/km for two and \$0.75/km for more than two eligible members in the same vehicle (car pooling).
  - (d) Provincial Office uses GPS-based route maps to verify mileage.
  - (e) RTO/ERO will pay for cancellation insurance or fee for justified changes.
  - (f) Automobile rental is permitted where public transportation is not readily available.
  - (g) Parking fees or travel by taxi, where necessary, are eligible for reimbursement.
  - (h) Travel to/from Toronto Airport: RTO/ERO has an account with Canada Limousine (416-494-5466) which will bill the office, including gratuity, directly.
4. **ACCOMMODATION**

*(Generally, RTO/ERO will arrange for hotel billing to its master account)*

  - (a) Appropriate accommodation for RTO/ERO-sponsored events or business approved by RTO/ERO, is arranged by the Provincial Office. Requests for additional accommodation in Toronto must be arranged and approved in advance by the senior staff member responsible for the event.
  - (b) If members stay at a hotel not designated by RTO/ERO, they are responsible for their own accommodation expenses.
5. **MEALS**
  - (a) Reimbursement is limited to a maximum of: breakfast \$22; lunch \$28; dinner \$50 (includes taxes and gratuities). **Without receipts, the maximum is \$10.**
  - (b) Expenses will not be reimbursed for meals taken in lieu of those provided at prearranged functions.
  - (c) State name(s) of those participating in 'group' meal claim.
6. **EXCLUSIONS**

The following are not eligible for reimbursement by RTO/ERO:

  - (a) Personal expenses such as entertainment, hotel services (laundry, movies etc.).
  - (b) Expenses incurred on behalf of guests of RTO/ERO members.

**EXPENSE CLAIMS WILL BE ADJUSTED FOR ITEMS THAT DO NOT FALL WITHIN THE GUIDELINES OR ARE DEEMED INELIGIBLE FOR REIMBURSEMENT**