# Travel Order and Claim Form (AFAC Form TDY-28/2/07)

**Air Force Association of Canada**
PO Box 2460, Stn "D" Ottawa, ON K1P 5W6, 613-232-2303 or 1-866-351-2322 Fax: 613-232-2156

- **AIR AND RAIL TRANSPORTATION:** Authorized AFAC business rail travel or commercial air transportation must be booked by the traveler.
- **GROUND TRANSPORTATION:** Effective 19 February 2007, mileage rate for pre-authorized POMC use is 40 cents per kilometre. If long distances are involved, gas receipts will be reimbursed instead of mileage. In either event, the lesser of either commercial airfare or the mileage amount will apply. We encourage car pooling!
- **ACCOMMODATION:** Nat'l HQ reimburses eligible expenses as reflected on your hotel/motel receipt for accommodation, taxes and business phone calls only. Movies, meals, incidental room service are not normally considered to be eligible expenses.
- **MEALS:** Incidental meals are not normally considered eligible expenses. Annual General Meeting registration fees are eligible expenses to be reimbursed.

| **Claimant Information Details** | | |
|---|---|---|
| Name | Address | Phone No. |
| **Travel Information Details** | | |
| Purpose of Travel | Mode of Travel | Dates of Travel |
| I certify that the amounts included in this claim were incurred on authorized AFAC business travel<br><br>Date Signature | | |
| **Please provide details and attach receipts. (for more space, use reverse side of sheet)** | | |
| **Transportation Costs** | | |
| **Accommodation Costs** | | |
| **Rations and Meals Costs** | | |
| **Other Expenses** | | |
| **Total Expenses** | | |
| **Amount due Claimant** | | |

Approved by

Name_____Date _____

Signature_____

Coding Amount

Cheque No. Date.