



Name:		Committee/Project:	
Address:			
Payable to:			
Corporation Name <i>(if applicable)</i>		Function:	
Corporation Address <i>(if different than above)</i>			
HST/GST No. <i>(if applicable)</i>		Date of Function / Event:	
Phone:			
Email:		Location(s):	
<b>Transportation Details</b>			
<input type="checkbox"/> Air (Cheapest Fare/Non-Business/Non-Latitude/Non-Plus)	<input type="checkbox"/> Rail (economy class or cheapest fare)	Enter Fare Cost:	\$
<input type="checkbox"/> Personal Vehicle @ \$0.50/km	kms:	Calculate # of kms @ \$0.50/km	\$
<input type="checkbox"/> Ground Transportation (Taxi, Shuttle, etc)		Enter Fare Cost:	\$
<input type="checkbox"/> Parking (maximum \$50 per day)	Total Days:	Calculate total days @ \$50/day	\$
<b>Transportation Costs Total:</b>			Add the above costs and Enter Total \$
<b>Accommodation</b>			
Hotel: (maximum \$239 plus taxes and fees)		Total Days:	Calculate Total Days @ Hotel Cost: \$
Internet Costs: (maximum \$15/day)		Total Days:	Calculate Total Days @ \$15/day \$
<input type="checkbox"/> I stayed with a friend/relative. Appreciation Gift (maximum \$50/day)		Total Days:	Calculate Total Days @ \$50/day \$
<b>Accommodation Costs Total:</b>			Add the above costs and Enter Total \$
<b>Meal Allowance</b> (Breakfast: \$15 / Lunch \$20 / Dinner \$25; no receipts required) Note: Do not claim if food was provided by your host			
# of Days	Breakfast	Lunch	Dinner
			Calculate Total Days with Allowance \$
<b>Other:</b> (includes Caregiver and all other expenses not identified above. Please indicate the type of expense claimed)			
			Enter Amount \$
<b>Services and Honorarium:</b> (considered income NOT expense by service provider)			
Amount per Hour:		Total Hours:	Calculate Total Hours @ Amount per hour \$
Amount per Day/Flat Fee:		Total Days:	Calculate Total Days @ Amount per day <i>(if applicable)</i> \$
HST Payable:			Enter HST Amount \$
<b>Claim Total:</b>			Enter Total Amount of Claims \$
Signature of Claimant		Date	
Authorized by		Date	
<b>Office Use Only</b>			
Code Services:	Code Expenses:		
Cheque #:	Cheque Amount:		
Date Paid:			

[https://ocfp.on.ca/docs/default-source/forms/fin015-expense-policy-oct-18.pdf?sfvrsn=32c1fb89\\_2](https://ocfp.on.ca/docs/default-source/forms/fin015-expense-policy-oct-18.pdf?sfvrsn=32c1fb89_2)

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## EXPENSE CLAIM ALLOWANCES

As OCFP is a non-profit, member-based organization, we encourage you to look at the most economical options available when incurring expenses to be claimed.

### Claim Submission:

- Claims are to be submitted within 30 days from the date the expense was incurred. Claims received after more than 120 days will not be reimbursed. Note: OCFP fiscal year end is March 31. All claims incurred in the last 60 days of the fiscal year end (March 31) are to be submitted by April 15.
- Receipts must be legible, they may be original, photocopies, photos or scanned.
- Claims must be signed (E-Signatures are Acceptable) and dated.

### Allowable Expenses:

- Transportation:
  - Air/Rail
    - Air – Cheapest Fare/Non- Business/Non-Latitude/Non-Plus
    - Rail – Economy Class unless the discounted Business Class is cheaper/ or cheaper than the airfare.
    - OCFP will not reimburse for upgraded travel/or seat reservation fees.
  - Ground Transportation
    - Personal vehicle will be reimbursed at the OCFP approved km rates of \$0.50 in excess of 60 km round trip/day.
    - Taxi or transportation services to/from the airport/station will be reimbursed by OCFP. Taxis should be standard.
    - Parking maximum \$50/day (Receipts are required)
    - Costs associated with using personal vehicle should not exceed the corresponding lowest rate of airfare from city of origin.
    - If a vehicle is required for the trip and the costs exceeds the cost of airfare, car rental should be considered.
    - The OCFP will assume no financial responsibility for the use of personal vehicle other than paying the mileage rate (noted above).
- Accommodation:

The hotel/accommodation allowances provide the maximum limits.

  - Hotel: Standard accommodation to a maximum of \$239/night, not including taxes and fees.
  - Individuals who are traveling to the meeting/event on a daily basis will not be eligible for the accommodation allowance if their traveling distance is less than 30km each way.
  - Internet costs, to a maximum of \$15/day, will be covered if not included in the room rate
  - Travelers who stay with friend/relative may extend a token of appreciation to a maximum of \$50/day with no receipt required
- Meal Allowance (no receipts required):
  - May only be claimed if not provided as part of the event
  - Breakfast: \$15; Lunch: \$20; Dinner: \$25
- Other
  - Caregiver costs – Maximum per diem of up to \$75 with either a signed statement listing the expense or receipt. *Note: Reimbursement of caregiver expenses are considered by Canada Revenue Agency to be a taxable benefit.*

### Non-Allowable Expenses

- Alcohol
- Expenses incurred by spouses, children or guests
- Personal expenses such as travel insurance or phone calls
- Hotel:
  - In room expenses such as entertainment (movies, magazine, books)
  - Valet parking - Unless special circumstances