

ONTARIO LIBRARY ASSOCIATION

EXPENSE CLAIM FORM

Address: 2 Toronto Street 3rd Floor Toronto ON M5C 2B6 416-363-3388 or 1-866-873-9867 toll free

Name (please print) _____

Address _____

City _____ Province _____ Postal Code _____

Meeting/Event: _____ Meeting/Event Date: _____

OLA Board
Treasurer's Approval

Date received by OLA office

**Claims will be processed within
30 days of receipt by the OLA
office**

TRAVEL, HOTEL, and MEAL EXPENSES Receipts MUST be attached to the back of this form.

Description	Receipts	Amount Claimed	HST on Bill	Office Use (GL)
Automobile – total km _____ @\$0.43 per km	No			5220- 201
Car Rental	Yes			5220- 201
Parking – Max \$16 near office	Yes			5220- 201
<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus (Economy Class)	Yes			5220- 201
Public Transit	No			5220- 201
Hotel – Max \$142 plus taxes	Yes			5220- 201
Meal Expenses	Yes			5210- 201

Max \$25 for dinner, \$15 for lunch, and \$10 for breakfast if not provided by OLA or OLA's designated hotel. *Receipts MUST be included with this form. Parking: visit accessola.com/travelandparking for best choices. Hotel: The self-park rate at the hotel can be submitted with the hotel bill. It can vary based on season.

TELECOMMUNICATION, COPYING, and DELIVERY EXPENSES

Receipts MUST be attached to the back of this form.

Description	Receipts	Amount Claimed	HST on Bill	Office Use (GL)
Telephone/FAX	No			5130- 201
Photocopying – Max \$0.05 per page	Yes			5410- 201
Printing	Yes			5410- 201
Postage/Delivery	Yes			5510- 201
Courier	No			5510- 201

OTHER EXPENSES

Receipts MUST be attached to the back of this form.

Description	Amount Claimed	HST on Bill	Office Use (GL)

Return to the appropriate treasurer as listed on the back of this form.

Total Claimed

\$ _____

Please Issue:

Cheque: \$ _____

Donation Receipt: \$ _____

Claimant's Signature _____ Form Submission Date _____

****REQUIRED**** Form will not be processed if these fields are left blank.

OLA Treasurer

Susan Kun
Manager, Branch Support
Oakville Public Library
120 Navy St
Oakville ON, L6J 2Z4
Phone: (905) 815-2042 ext. 5141
susan.kun@oakville.ca

OCULA Treasurer

Monique Flaccavento
University of Toronto/OISE
252 Bloor St W
Toronto, ON M5S 1V6
Phone: (416) 978-1867
Monique.flaccavento@utoronto.ca

OLITA Treasurer

Mita Williams
Librarian
University of Windsor
401 Sunset Ave
Windsor ON, N9B 3P4
Phone: (519) 253-3000 ext 3855
mita@uwindsor.ca

OSLA Treasurer

Kate Johnson-McGregor
Brantford CIV
120 Brant Ave
Brantford ON, N3T 3H3
Phone: (519) 759-3210 ext 271025
kate.johnson@granderie.ca

ABO-Franco Treasurer

Leigh Jackson
Bilingual Reference Librarian
York University
2275 Bayview Ave
Toronto, ON M4N 3M6
Phone: (416) 736-2100 ext 88415
leighj@yorku.ca

OLBA Treasurer

Elspeth Belair
503-1139 Queen Street East
Sault Ste. Marie, ON P6A 6K5
Phone: (705) 759-0696
Egbelair22@yahoo.ca

OPLA Treasurer

Jennifer LaChapelle
CEO
Clearview Public Library
201 Huron St Box 160
Stayner ON, L0M 1S0
Phone: (705) 428-3595
jlachapelle@clearview.ca

POLICIES TO NOTE

- This form may be downloaded from the OLA Web site at www.accessola.com.
- Please provide one form per meeting or activity.
- Original receipts must be attached to the back of this form before claim will be processed.
- Per diem expenses must be supported with receipts to verify expenditures.
- The least expensive form of transportation is expected (Economy Class), unless pre-approved by OLA Management.
- Make claim within 45 days of meeting or activity or by August 31, whichever comes first.
- All claims are paid within 30 days of receipt by the OLA office.
- Send the claim with the original receipts to OLA office. Send copies to the Treasurer or the unit sponsoring the meeting or activity. Super Conference, Education Institute and Forest of Reading program claims are OLA expenses, not division expenses.
- For questions about your claim, please contact Stephanie Pimentel, OLA Director, Operations at spimentel@accessola.com.