

# 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: \_\_\_\_\_

**OCULA Council**  
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- 211
Car Rental	Yes			5220- 211
Parking – Max \$16 near office	Yes			5220- 211
<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus (Economy Class)	Yes			5220- 211
Public Transit	No			5220- 211
Hotel – Max \$142 plus taxes	Yes			5220- 211
Meal Expenses	Yes			5210- 211

**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](http://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- 211
Photocopying – Max \$0.05 per page	Yes			5410- 211
Printing	Yes			5410- 211
Postage/Delivery	Yes			5510- 211
Courier	No			5510- 211

### 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](http://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](mailto:spimentel@accessola.com).