

APSEA LOCAL (NSTU)

EXPENSE FORM

Date:	Name:
Address:	Phone Number:
E-mail Address:	<ul style="list-style-type: none"> • Social Insurance Number:

- Required for payments such as family/pet care, child care only (under 40km each way), honoraria, grants/scholarships, cash/near cash gifts – as per CRA guidelines for taxable benefits. The NSTU will issue a T-4 slip at the end of the tax year.

*** Original receipts are required for reimbursement. Please mail form and receipts c/o APSEA Local Treasurer, Laura Getson, 373A King Street, Bridgewater, NS, B4V 1B1

Date	Description of Expense	Amount
TOTAL RECEIPTS SUBMITTED:		TOTAL EXPENSE CLAIM:

As per NSTU guidelines, when on approved NSTU business, travel is reimbursed at a rate of 0.44 cents per kilometre; meals are reimbursed as follows: Breakfast \$11.00, Lunch \$13.00, and Supper \$30.00 (maximum \$54.00 per day); incidentals are reimbursed at \$8.00 per overnight stay.

Signature:	Date:
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