



Canadian Association  
of Physicists

Association canadienne  
des physiciens et physiciennes

### INSTRUCTION FOR THE CAP LECTURE TOUR EXPENSE CLAIMANTS

(Budget based on average of \$300/institution; maximum individual claim of \$500/institution)

The expense form (see page 2) is to be used for the **CAP eligible expense portion** of your lecture tour expenses.

COST OF TRAVEL from your home to the city(ies) of the invited lectures. This includes: air, train, or bus fare; car rental and driving expenses as necessary; use of personal automobile at \$0.30/km via the shortest practical route, with the understanding that you have arranged the most economical means of travel to accommodate your tour, including combining multiple talks into one trip where practical. Please ensure that you are insured against flight cancellation in the event of emergency (as provided by many credit cards). Remember NOT to use US based travel sites. If travel is booked in US dollars, your refund will not be converted to the equivalent in Canadian dollars. We will assume that \$1 USD = \$1 CDN.

For car rental, only the car rental can be included in your claim. Additional add-ons such as GPS Navigation devices will not be covered. Please do not select CDW unless you do not have an insurance provision on your credit card. Note that the CAP does not cover the cost of pre-booking seats.

MEALS WHILE IN TRANSIT: \$10 breakfast, \$10 lunch, \$25 dinner. Receipts to be submitted with claim.

With prior approval from the regional coordinator, the maximum travel reimbursement from CAP to any speaker will be \$500 per institution visited. Any travel exceeding that limit must be pre-approved by the CAP office. For analysis and tracking purpose, please send an electronic copy of your CAP travel claim to the CAP office upon completion of the tour.

When completing the form, only complete the white boxes. **Receipts for airfare, bus, or train must clearly itemize the taxes (GST/HST) included in the fee to be accepted for reimbursement.** In order to receive an itemized receipt detailing the taxes paid from Expedia, go to [www.expedia.ca](http://www.expedia.ca), click on the Customer Support link at the top of the page, search for the form on the Customer Support tab by typing in the word "itemized" and click on the question "How can I receive an itemized flight receipt for business expenses?" Complete the form that appears and then click submit. You will receive your itemized receipt within two business days. If the name of the city where the taxi was taken does not appear on the receipt, please write it on.

To receive reimbursement for the CAP, please submit a signed copy of this claim form, **plus original receipts**, to the CAP office:

CAP Lecture Tour  
C/O Megram Consulting Ltd  
2-555 Hall Ave E  
Renfrew, ON, K7V 2M4

**ALL CAP EXPENSE CLAIM MUST BE RECEIVED IN THE CAP OFFICE BY MAY 31 OF THE CURRENT LECTURE TOUR YEAR.**

LOCAL EXPENSE CLAIMS your host institutions will reimburse you for all local expenses including local transportation, once you have arrived in the host city (e.g. taxis from/to airport, train station, bus station, or hotel to/from host institution), hotel, meals while in the host city, etc. You should arrange to submit a

travel claim for local expenses according to the established procedures at each host institution on your tour.

Please do not include local expenses in your claim to the CAP as this will delay processing of your travel reimbursement.

**THANK YOU for your important contribution to the Canadian Association of Physicists' Lecture Tour!**

Received at the CAP Office on: \_\_\_\_\_ Processed by: \_\_\_\_\_ Paid on: \_\_\_\_\_

**CAP LECTURE TOUR EXPENSE CLAIM FORM**

Do not write in the gray boxes. See previous page for detailed instructions.

Speaker's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_Institution(s) visited & date(s) of trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	DATE	DESCRIPTION	GL	AMOUNT	HST	QST	GST	TOTAL
1								
2								
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20								
SUB-TOTAL								

Original receipts (air, train, bus fare stub, rental car statement, gas/taxi, meal receipts must be attached to this claim when submitted. **Any airline, train, or bus receipt must clearly show the breakdown of the GST/HST included in the fare.**

Signature of claimant: \_\_\_\_\_

Total Claim: \$ \_\_\_\_\_

Received at the CAP Office on: \_\_\_\_\_ Processed by: \_\_\_\_\_ Paid on: \_\_\_\_\_