



Canadian Media Guild  
La Guilde canadienne des médias  
TNG Canada / CWA

# EXPENSE CLAIM

<b>NAME</b>	
<b>EMPLOYER &amp; LOCATION</b>	
<b>REPORT DATE</b>	

Date(s)	Purpose: Committee / Name of Meeting	Transportation: Air, Bus, Rail, Car Rental, Gas	Automobile Mileage @ .52/km - provide details below	Taxi, Tolls, parking, Etc.	Hotel / Lodging	Daily Incidental (\$5 for each overnight stay)	MEAL ALLOWANCE			Miscellaneous Expenses (provide details)	TOTAL
							Breakfast (\$20)	Lunch (\$20)	Dinner (\$35)		
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
<b>TOTAL</b>											\$

DETAILS of Automobile Mileage			
Date	Mileage (km's)	Purpose	Amount

**Notice about Per Diems and taxation**

- Per diems are not income taxable if receipts are submitted to CMG for each meal claimed.

- Per diems are fully income taxable if receipts are not submitted to CMG for each meal claimed. The expense claimant is then responsible to claim the recovered per diem amount to the Canada Revenue Agency (CRA) on your personal tax return as applicable.

DETAILS of Miscellaneous Expenses			
Date		Details	Amount

Expense Summary		Amount
Total Expenses Reported		_____
Less Cash Advance:	Transportation Per Diem	_____
<b>Total Due</b>		\$ _____

**Signature** \_\_\_\_\_

**Approved By** \_\_\_\_\_

**Date** \_\_\_\_\_

**Instructions**

Payable To / Mail To: FULL\* Address

\* FULL address essential for mailing out of expense cheques.

Attach ORIGINAL receipts and return form to: Canadian Media Guild 311 Adelaide St E, Suite 101, Toronto, Ontario, M5C 1N2