

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

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-
Photocopying – Max \$0.05 per page	Yes			5410-
Printing	Yes			5410-
Postage/Delivery	Yes			5510-
Courier	No			5510-

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: \$ _____

Contribution 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
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Oakville ON, L6J 2Z4
Phone: (905) 815-2042 ext. 5141
susan.kun@oakville.ca

OCULA Treasurer

Fiona Inglis
Wilfrid Laurier University
20 Charlotte St.
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Phone: (519) 756-8228 ext 5529
finglis@wlu.ca

OLITA Treasurer

Sarah Simpkin
GIS and Geography Librarian
University of Ottawa
65 University Ave
Ottawa ON, K1N 6N5
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OSLA Treasurer

Kate Johnson-McGregor
Brantford CIV
120 Brant Ave
Brantford ON, N3T 3H3
Phone: (519) 759-3210 ext 271025
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ABO-Franco Treasurer

Paul Laverdure
Director of Library and Information Services
University of Sudbury
935 Ramsey Lake Rd
Sudbury, ON P3E 2C6
plaverdure@usudbury.ca

OLBA Treasurer

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

OPLA Treasurer

Alexandra Yarrow
Alternative Services, Ottawa Public Library
3rd Floor, 120 av. Metcalfe
Ottawa ON, K1P 5M2
alexandra.yarrow@bibliooottawalibrary.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 Manager, Operations at spimentel@accessola.com.