

CLAIM FOR REIMBURSEMENT

Name, Email, & Telephone Number	
Address	

Reason for Travel					
Electronic Money Transfer Details		Email: Please note you must have auto-deposit enabled to receive an EMT from the College			
Date	Details (include departure date and return as applicable)	Meals \$	Trans \$	Hotel \$	Other \$
Sub-Totals:					



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FORM 5-70

REIMBURSEMENT RATES:

Mileage Allowance and Meals:

As per NL Government Rates

Private Accommodations:

\$25 per night (no receipts required)

Hotel Accommodations/Other Purchases:

Receipts Required

Incidentals:

\$5 per overnight stay