

## What do I need receipts for?

Description of expense	Receipt required?
<b>TRANSPORTATION</b>	
Air fare	Not if booked through WE Travel but yes if booked directly and paid for by staff or member
Baggage fees	Yes, a receipt for one way is needed but may claim for return
Bicycling	No
Car rental and gas for rental vehicle	If booked through W.E. Travel, BCTF will be billed directly for the rental but rental agreement must also be submitted; gas receipts required (claim under Other Expenses)
Ferry fares	Yes, a receipt for one way is needed but may claim for return
Highway/bridge tolls	No
Mileage	No, but need to indicate how many kilometres actually driven
Parking	No
Taxis	Yes, for both ways
Translink	No
<b>ACCOMMODATION</b>	
Hotels	No, if hotel will bill BCTF directly; yes, if no direct billing available
Sharing hotel room with another member	No (\$20.00 each per night)
Staying with friends or relatives	No (\$30.00 per night)
<b>MEALS</b>	
Per diems	No
<b>DEPENDANT CARE</b>	
Dependent (child) care	Yes (\$15.00 per hour to a maximum of \$200/day)
<b>OTHER</b>	
Other (allowable) expenses	Yes

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