BCTF | **British Columbia Teachers' Federation** A Union of Professionals
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 *bctf.ca*
604-871-2283 1-800-663-9163

PSA EXPENSE VOUCHER

Please PRINT in INK or TYPE.

Member Number (6 digits)

Is this a new address? Yes ☐ No ☐

Name _____
Last name *First name*

Address _____ _____
PSA Number *GL Code* *Subcode*

City _____ Postal code _____

Expenses charged to: _____ *PSA Number & PSA Name*

Expenses in connection with: _____ Dates _____

TRANSPORTATION *(Note 1 overleaf)*			$	¢
Automobile (km)	x 72¢ from	to + return		
Bicycling (km)	x 26¢ from	to + return		
Transit				
Shared accommodation incentive *(Note 3 overleaf)*				
MEALS *Please do not claim for meals on days when you attend an organized event where meals are provided.*				
breakfasts	@ $24.14 on (dates)			
lunches	@ $23.29 on (dates)			
dinners	@ $49.05 on (dates)			
SUBMIT RECEIPTS for all expenses below this line (NOTE: originals preferred, copies acceptable)				
Parking *(receipts required for amounts over $30)*				
Airfare from	to	+ return		
Hotel *(see note 2 overleaf)*	nights @			
Automobile rental *(see note overleaf)*				
Taxi fares				
Baggage fees*				
Ferry* from	to	+ return*		
Dependant care/animal boarding and care *(see note 4 overleaf)*				
☐ check box if provider is a relative *(payments to relatives may be considered a taxable benefit—see note 4 overleaf)*				
hours of care @ $	- OR -	days (24 hrs) @ $		
OTHER EXPENSES *(itemize and include receipts)*				
	90	**99**		
	90	**99**		
	90	**99**		
	90	**99**		
	90	**99**		
	90	**99**		
	90	**99**		
	90	**99**		
	90	**99**		
	90	**99**		
Receipts for baggage fees and ferry fares are required only on one-way portion of the trip, but you may claim for the total return cost.				
		AMOUNT DUE	$	

MEMBER MUST SUBMIT ALL REQUIRED RECEIPTS AND SIGN THIS FORM.

Date _____ Signature _____ Approved by _____

BCTF PSA Expense Policy (revised July 1, 2025)

(for more information, please see the *BCTF PSA Travel Information Booklet on bctf.ca*)

Notes

1. Members should use the fastest and most economical mode of transportation.
2. Members should preferably stay at one of the hotels in the *BCTF Accommodation Guide*. Claims should be for single rates only. When staying with friends and relatives, members may claim $30 per night in lieu of hotel costs.
3. Where members attending a BCTF PSA meeting or event choose to share accommodation with another unrelated member, each member shall be eligible to receive $20 per night. No receipts are necessary.
4. Due to attendance at BCTF PSA meetings or events, members incurring dependant* care and/or animal boarding care expenses **that would not otherwise have been incurred** may claim reimbursement. Receipts from the provider containing the hours, the amount, the name and address (including postal code) of the caregiver and the caregiver's signature are required. Receipts written by the member will no longer be accepted. Allowable rates are $18 per hour to a maximum of $240 in any 24-hour period. Animal boarding and care has a maximum of $50 per day. Amounts above these maximums require prior approval of program co-ordinator. Please advise if the provider is a relative as the dependant allowance may be considered a taxable benefit. Deducting taxes owed and reporting to Canada Revenue Agency may be required.

*For definition of "dependant," please see *Members' Guide* 10.I.28.

Receipts

Original receipts are preferred; however, copies of the receipt or credit card statement showing the expense are acceptable. Supporting documentation from the business establishment is required for the following items: airfare, automobile rental, hotel, dependant care, taxis, baggage fees*, ferry fares*, parking over $30 and other expenses.

* Receipts are required for one way only, but you may claim the total return cost.

Vouchers without supporting receipts will result in a processing delay.

Vouchers must be submitted within three months of the relevant event but within two months after the year-end (June 30).

Automobile rental

Arrangements are to be made by members with written approval from the PSA President, Treasurer, or signing authority. The least expensive car available should be rented. A copy of the rental agreement and the receipt for payment must be submitted with the expense claim. Third-party liability insurance coverage and collision coverage are not provided by the car rental agency as part of the basic rental charge and may be offered at additional cost. PSA Council and PSA Committee members conducting PSA related businesses are not covered under the BCTF rental-car insurance policy. Members should, therefore, purchase appropriate insurance when renting vehicles.

Use of own automobile

Members must carry their own automobile insurance. The BCTF will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations. No one will be entitled to any personal gain or profit arising out of the use of an automobile on BCTF business.

Vouchers and reimbursement procedure

After being approved by the authorized PSA signing authority, expense vouchers are to be submitted to the BCTF Accounting Department via the online portal and reimbursement will be made either by cheque or electronic funds transfer (EFT). Members are encouraged to sign up for EFT reimbursement by downloading the form from *bctf.ca*.

Reporting all income

Individuals are responsible for reporting all income on their tax returns, whether or not they receive a T4A recording the payment. The BCTF issues T4As to individuals who are not employed by the BCTF but who receive a fee for services rendered. Some examples of this type of payment are daily TTOC rate for work on committees, honorariums, presentation fees, hourly rates for services provided, per diems, etc.