



Template for Travel Cost Reimbursement

(Please print)

Name of Candidate **Election Date**

Name of Person Incurring Travel

Date	Travel to/from	Reason for Travel (Allocation)	KM Travelled	Rate	Dollar Value
Total - agrees to form 2-3E doc #					0.00

Signature of Person Incurring Travel _____

Instructions:

This template is to be used when reimbursing volunteers for mileage incurred.

The person completing the travel should note the date of each trip, the purpose of each trip and the total km incurred for each trip. The form must be signed by the person completing the travel.

The reimbursement rate should be determined prior to the start of the campaign. Any reimbursement rates greater than the provincial government rate are not considered election costs.

The total amount noted at the bottom of the form must tie in with the cheque issued and the official agent should note the document number related to form 2-3E - Election and Non-Election Expenses for the Candidate.