



Legal Education Society of Alberta

EXPENSE CLAIM FORM

To: Legal Education Society of Alberta
2610 - 10104 103 Avenue
Edmonton, AB T5J 0H8

NAME: _____

PROGRAM NAME: _____

PROGRAM CODE: _____

PLEASE INCLUDE RECEIPTS/DOCUMENTATION WITH CLAIM

Date	Description	Amount
	Travel*	
	Taxi/Parking*	
	Hotel*	
	Meals*	
	Other (please specify)	
Total Claim		

* Applicable items as set out on the Expense Claim Policy.

\$ 0.00

Please provide reimbursement cheque payable to: My firm Me personally

Name: _____ Firm: _____

Address: _____

Phone: _____ Fax: _____

G.S.T. Registration No (if applicable): _____

Signature: _____ Date: _____



Legal Education
Society of Alberta

EXPENSE CLAIM POLICY

The Legal Education Society of Alberta (LESA) reimburses volunteers for actual, reasonable expenses that they personally incur. Volunteers seeking reimbursement must provide adequate documentation to support their expenses (e.g. receipts, maps showing mileage, etc.). LESA reserves the right to determine what constitutes a reasonable expense, and may deny claims that do not adhere to this policy.

Examples of reasonable expenses include:

- ✓ Overnight accommodation, if required for program *
- ✓ Travel to/from out-of-town program site:
 - Economy air fare [†]
 - Red Arrow bus fare
 - Mileage at \$0.55 per kilometer
- ✓ Parking
- ✓ Taxi within city limits or to/from airport, if required
- ✓ Actual meal expenses (if not provided at program), up to a maximum of:
 - Breakfast: \$20.00 (with receipt)
 - Lunch: \$25.00 (with receipt)
 - Dinner: \$50.00 (with receipt)
- ✓ Photocopying charges up to \$0.03/page (must be pre-approved)

* LESA typically arranges accommodation for volunteers at the same venues where it holds its programs. If a volunteer chooses alternate accommodation, LESA will reimburse up to the cost of the accommodation that LESA would have otherwise arranged.

[†] LESA typically reimburses air fare up to a maximum of \$450 for return tickets between Edmonton and Calgary and up to a maximum of \$225 for one-way tickets between Edmonton and Calgary. Volunteers who live outside of Edmonton or Calgary should consult LESA before booking their air travel. For some locations in Alberta, travel options include smaller airlines (for example, Integra Air). If a volunteer chooses to fly with a smaller airline, LESA reserves the right to limit reimbursement to the cost of comparable flights on a larger carrier (for example, WestJet or Air Canada). We highly recommend that all volunteers book their air travel as early as possible or during seat sale promotions.

Volunteers who have unique circumstances or questions regarding this Expense Claim Policy should contact LESA as soon as possible and, in any event, before their program begins (by phone at 780.420.1987 or 1.800.282.3900, or by email at materials@lesa.org).