

TRAVEL EXPENSE REIMBURSEMENT FORM

PISP - DISTRICT PARTNERS MEETING - October 20th, 2011

District Partner Name	Cheque Payable To	Mail Cheque To	SD#	Description	Cost	X .5	Total

In an attempt to bring more consensus between the POPARD and PISP district partner meetings, we have adopted a similar reimbursement policy. This involves the following ONLY for those people attending the PISP meeting and NOT the POPARD meeting. (i.e., if you are a partner for both POPARD and PISP, then you will only submit your travel claims to POPARD). PISP has an extremely small budget to cover these expenses.

- 50% of your airfare
- 50% of your kms (if traveling by car instead of airfare) for trips over 30 kms
- 50% of ferry bill
- 50% of hotel bill for extra night for PISP meeting only.

One extra guest is allowed to attend per district at a cost of \$20.00, to cover meal charges. A cheque, made out to Provincial Integration Support Program, should be mailed beforehand or brought to the meeting. We will not reimburse for guests' travel or hotel.

We cannot reimburse partners until everyone has submitted their forms.

So Please - Fill in & Fax to Terry Wendorf within 1 week after the PISP Meeting at 1-250-592-5976