

Vancouver Elementary and Adult Educators' Society #410 – 2238 Yukon St, Vancouver, BC V5Y 3C2 Phone: 604 873-8378

EXPENSE VOUCHER

Name					
Address					
City	tyPostal Code				
Is this a new address?	Yes No				
Expenses in connecti	ion with				
On date of					
TRANSPORTAT	ION			\$	¢
Automobiles (km)	x 54¢ from	to	+ return		
Bicycling (km)		to		·	
Airport tax/Highway toll					
Bus/Taxi/Parking/Trans					
Ferry from		to	+ return	·	
•	aim for meals on days you attend an org	ganized event where meals are provided.		<u> </u>	
Breakfasts		ania di			
Lunches	<u> </u>				
Dinners	@ \$26 on (dates)				
		shment are required for all exp	ansas halow this lina:		
Car rental	THE TO HOME the cotabile	simont are required for all exp	CHOCO DOIOW this line.		
Hotel	nights @				
	ipts & details if in excess	of \$5)			
Other	pis & details if iff excess t	01 \$3)			
DEPENDENT CA					
Hours of care					
Days (24 hrs)					
OTHER EXPENS	SES (receipts required) A	ALL RECEIPTS & VOUCHERS MUS	T BE ORIGINALS		
				<u> </u>	
				İ	
			TOTAL EXPENSES		
			ADVANCES	()
BCTF rates apply 2019			AMOUNT DUE	\$	
DATE	ALL RECEIPTS		IST BE ORIGIN TURE		
		ALLINO			

Payments for Services - Individuals are responsible for reporting any and all income on their tax returns. Some examples of this type of payment are: daily rate for work on committees, car allowances, honorariums, presentations fees, hourly rates for services provided, per diems, etc. It does not include reimbursement of expenses.

VEAES Expense Policy (revised)

(For more information, please see the VEAES Policy Handbook)

VEAES formerly known as: Vancouver Elementary School Teachers' Association.

That VESTA members on VESTA business keep records of the following:

- a. mileage and/or bus fare (the mileage charge to be calculated to cover the additional distance incurred by attending the meeting)
- b. parking costs
- c. meals and gratuities

1938 Jan 17 Exec 1976 Nov 18 Exec

That expense vouchers be submitted monthly for reimbursement. The committee to be charged should be indicated. BCTF rates apply. The committee chairperson for the group as a whole will usually take care of meals.

1976 Nov 18 Exec

That following the principle that VESTA members not be out-of-pocket for expenses incurred while on VESTA business, that dinner expenses for persons attending meetings before and after dinner on behalf of VESTA be charged to VESTA.

1978 Nov 02 Exec

That VESTA members serving on any committee of the Association, or representing VESTA on any other committee, task force, or working group or serving as Staff Representatives, be reimbursed for any dependent costs that would not otherwise be incurred by the member at a rate of \$15/hour up to a maximum of \$200 per day.

1987 Jan 27 Gen 2019 Jan 22 Gen

That no member be reimbursed for expenses incurred to attend a general meeting.

1987 Sept 24 Exec

That the monthly car allowance for full-time in-house table officers be for 11 months.

1987 Sept 24 Exec 2003 Jun Exec

That child care expenses not be a chargeable expense for VESTA General Meetings.

. 1987 Nov 17 PR

That the VESTA members staying in a hotel on VESTA business have the right to a private room.

1989 Sept 14 Exec

That the VESTA reimbursement rates be the rates used by the BCTF.

1991 Mar 21 Exec 2015 Apr 14 Exec

It was agreed that transportation to the executive retreat be paid at a flat rate of \$60 per vehicle round trip.

2015 Apr 14

That VESTA increase the flat rate Harrison Retreat mileage from \$60 to \$80.

2019 Sept 24 Exec

That TOCs, upon application, be reimbursed for up to the \$75 \$100 per school year for registration in preferably BCTF, PSA or VESTA sponsored professional development activities (i.e. October PSA workshops, New Teachers' Conference, etc.).

2023 Apr 25 Exec