



Vancouver Elementary and Adult Educators' Society

#410 – 2238 Yukon St, Vancouver, BC V5Y 3C2

Phone: 604 873-8378

EXPENSE VOUCHER

Member Name _____ School/Site _____

Address _____

Follow by [BCTF 2026-27 Policies](#)

Expenses in connection with: (list multiple event)

Dates:

MEALS *Please do not claim for meals on days you attend an organized event where meals are provided.

Breakfasts	@ \$25.08 x _____ days =	\$
Lunches	@ \$25.54 x _____ days =	\$
Dinners	@ \$52.45 x _____ days =	\$

ORIGINAL RECEIPTS are required for all expenses below this line

TRANSPORTATION *please outline all travel start/end points included in kms

Automobiles	@ \$0.73¢ x _____ km =	\$
Bicycling	@ \$0.26¢ x _____ km =	\$

OTHER

Parking	\$
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Public Transit/Taxi/Ferry	\$
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Meeting, Office supplies	\$
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DEPENDENT CARE _____ Hours @ \$_____ =	\$
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DEPENDENT CARE (24 hrs) _____ Days @ \$_____ =	\$
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Other expenses: _____	\$
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TOTAL EXPENSES	\$
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Member Signature _____

Date _____

Reviewed by _____

Date _____

Accounting only:

Petty Cash / Cheque # _____

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.

<https://vesta391.sharepoint.com/sites/office/Shared Documents/2025-26/O--VEAES Office Administration/O-9 Office Forms/Expense Voucher/VEAES EXPENSE VOUCHER 2026-27.docx>



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VEAES Expense Policy

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

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

- mileage and/or bus fare (the mileage charge to be calculated to cover the additional distance incurred by attending the meeting)
- parking costs
- 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 VEAES members not be out-of-pocket for expenses incurred while on VEAES business, that dinner expenses for persons attending meetings before and after dinner on behalf of VEAES be charged to VEAES.

1978 Nov 02 Exec

That VEAES members serving on any committee of the Association, or representing VEAES 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 VEAES General Meetings.

1987 Nov 17 PR

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

1989 Sept 14 Exec

That the VEAES 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 VEAES 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 VEAES sponsored professional development activities (i.e. October PSA workshops, New Teachers' Conference, etc.).

2023 Apr 25 Exec

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