

British Columbia Library Trustees Association

To support and represent trustees in advancing public libraries

Reimbursement to Participants for Expenses towards a TOP course

TOP Workshop
Location

TOP DATE

TOP Participant
Name:

Library Board

Address to send
reimbursement

Personal
covered

 yes no

covered
expenses

 yes no

Phone:

Email

Mileage claim

total KMS over 50 KMS @.50 per KM =

\$

Start Location

End Location

notes:

Ferry claim

provide receipts

\$

notes:

TOTAL

\$

APPROVED, Board
Chair:

NOTES:

Explanation of Expenses

PLSB has donated funds to assist with TOP (trustee Orientation Program) training.

With input from previous TOP workshops, BCLTA has decided that the best use of these funds be directed towards travel expenses incurred to attend TOP.

Re-imbusement assists with *mileage & **ferry costs incurred to and from a TOP workshop

Re-imbusement of total costs not to exceed \$200

*Mileage is determined at .50 KM for KMS driven beyond 50K, please provide start and end locations

**Ferry travel is covered, original receipts must be provided

APPROVED,
BCLTA:

Cheque #

BCLTA

Return to BCLTA

PO Box 4334 Station Terminal

Vancouver BC V6B 3Z7

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