

## Travel and Accommodation Expenses Claims Kit

Dear Advisory Committee member,

Thank you for participating in the Advisory Committee Symposium on April 25th, 2025! This document outlines all necessary information to make a reimbursement claim for your travel and accommodation expenses incurred to participate in the event.

Before beginning your claim, please ensure that you are eligible for reimbursement of your expenses based on the following criteria:

- You are a voting member of an Advisory Committee recognized by the CPMT AND;
- You live outside of Greater Montreal AND;
- Travel and accommodation expenses reimbursement will only be made for one representative per member.

If you are not eligible for reimbursement of your travel expenses due to the above criteria, you can contact your Advisory Committee or your employer directly.

→ To ensure the quick processing of your claim, please ensure that you fill out each section of the form accurately and completely and compile your receipts before sending your claim.

→ Once you have compiled all necessary documents, please send legible digital copies to [info@ccjeunes.org](mailto:info@ccjeunes.org).

Reminder of documents to send:

- Reimbursement form based on travel mileage (if applicable);
- Tally of expenses (Accommodation, meals, transportation by bus or train);
- Original receipts;
- Cheque specimen.

**Please be careful** to write your name, the name of your employer organization and the Advisory Committee you are affiliated with on your forms.

For all questions of problemes concerning your reimbursement, please contact Andreane Johnston, coordinator of the Comité consultatif Jeunes at: [info@ccjeunes.org](mailto:info@ccjeunes.org)



The reimbursement of travel and accommodation expenses for participants of the Advisory Committee Symposium is based on the compensation policy of the Comité consultatif Jenues:

<p><i>Article 6</i> <i>Expected behaviours</i></p>	<p>Delegates must ensure that any unforeseen representation costs are kept to a minimum in their annual budget planning. There are several ways to do this, whenever possible:</p> <ul style="list-style-type: none"> <li>a. use of public transportation;</li> <li>b. use of the bus for long-distance travel;</li> <li>c. renting rooms for multiple occupancy;</li> <li>d. etc.</li> </ul>
<p><i>Article 7</i> <i>Exceptions</i></p>	<p>The Committee does not grant compensation for:</p> <ul style="list-style-type: none"> <li>a. fines</li> <li>b. expenses incurred as a result of an accident.</li> </ul>
<p><i>Article 8</i> <i>Other fees incurred by a representative</i></p>	<p>Subject to the prior approval of an officer and the availability of funds in the committee's budget, all other entertainment expenses will be reimbursed on the basis of the receipt submitted.</p>
<p><i>Article 9</i> <i>Proof</i></p>	<p>To obtain reimbursement, the request must be accompanied by proof of the transaction.</p>
<p><i>Article 10</i> <i>Deadlines</i></p>	<p>The request for reimbursement must be made as soon as possible.</p>
<p><i>Article 11</i> <i>Forms</i></p>	<p>Requests for reimbursement must be accompanied by the form available from the coordination and approved by an officer.</p>
<p><i>Article 12</i> <i>Exclusions</i></p>	<p>The indemnity policy does not apply to representatives of the following organizations:</p> <ul style="list-style-type: none"> <li>• La Commission des partenaires du marché du travail</li> <li>• Secrétariat à la jeunesse</li> </ul>

Mileage claims will be processed in accordance with the Directive sur les frais remboursables lors d'un déplacement et autres frais inhérents established by the Government of Quebec.



<p><i>Article 12</i></p>	<p>The employee is entitled to reimbursement of meal expenses for meals taken more than sixteen kilometres by road, using the most direct route, between their regular working location and the place of travel or outside the usual work territory for an employee itinerating or working outside. However, in special, justifiable circumstances, the deputy minister or head of the organization may authorize the reimbursement of meal expenses for travel within sixteen kilometres of their regular working location or the usual work territory for an itinerant employee or an employee working outside their regular working location.</p>
<p><i>Article 13</i></p>	<p>The employee is entitled to a lump-sum meal allowance of \$65.40, including tips and taxes, for each full day of travel. Each additional meal during the same trip entitles the employee to one of the following lump-sum meal allowances, including tips and taxes: a. for breakfast: \$14.70, b. for lunch: \$20.20, c. for dinner: \$30.50.</p>

The current mileage reimbursement rate is xx/km.

