



January 2010 Fundraising Workshop & ED Summit  
Vancouver Airport Marriott Hotel - Richmond, BC

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**TRAVEL REIMBURSEMENT CLAIM FORM**

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TO BE RETURNED BY MAIL POSTMARKED BY FRIDAY, FEBRUARY 5<sup>th</sup>

**PLEASE DO NOT FAX**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**IMPORTANT: You must attach ALL ORIGINAL RECEIPTS.**

**Including boarding passes for air, bus and ferry. Please staple in date order to this form.**

Note: Reimbursable expenses are subject to the approval of PAN Administration. Parking is free for conference delegates at the hotel. Delegates are expected to utilize the free shuttle service to/from the hotel to the Vancouver airport.

Bus: \_\_\_\_\_

Mileage @ .48/km\*: \_\_\_\_\_

\*Mileage may only be claimed once per vehicle

Ferry or Air Travel: \_\_\_\_\_

Transit: \_\_\_\_\_

Shuttle bus or taxi: \_\_\_\_\_

Outside of Vancouver

Other (please specify): \_\_\_\_\_

Total Amount Claimed:

\$ \_\_\_\_\_

Pay to:  Organization  Individual

Attach all original receipts and **PLEASE MAIL – DO NOT FAX** - to the following address: **PAN c/o P.O. Box 3102 Vancouver Main Vancouver, BC V6B 3X6.**

**DEADLINE:** Postmarked by Fri, February 5th. Forms received after WILL NOT be processed.