



**REIMBURSEMENT CLAIM FORM**

**PAN/FFL Peer Gatherings – March 10-11<sup>th</sup> 2020**

Civic Hotel, Surrey

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

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

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

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

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

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

Please STAPLE in date order to this form.

Note: Reimbursable expenses are subject to the approval of PAN Administration.

Reimbursements will not be processed until submission deadline and may take up to 4 weeks to process.

Item	Sub Total (not including GST)	GST (As detailed on receipt)	Total
<b>Air/Bus/Ferry/Transit</b> Ticket(s)			
<b>Mileage @ .48/km</b> to a maximum of economy air fare <i>(may only be claimed once/vehicle)</i>	Distance in kms _____ x .48 =	n/a	
<b>Childcare</b> <i>(Must include signed invoice from childcare provider- see over, PAN offers \$50/day of training)</i>			

Pay to:  Organization  Individual

Total Amount for Reimbursement

<u>This Section For Internal Office Use Only</u>				
GL #:	GL Description:	Expense Type:	Class:	Approved by:

To be returned **by mail** postmarked by **Wednesday, March 25<sup>th</sup> 2019.**

**Forms postmarked after this date WILL NOT be processed.**

Mail to: attn. Simon Goff, PAN, 603 – 402 West Pender St. Vancouver, BC V6B 1T6



For Childcare reimbursement ONLY

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

Amount: \$50.00 x  days = \_\_\_\_\_

Received from (Your name): \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_

For Childcare Services on March 10<sup>th</sup> and/or March 11<sup>th</sup> 2020 (circle as appropriate) while attending the Pacific AIDS Network (PAN) Peer Gathering event(s).

Childcare Provider's Name: \_\_\_\_\_

Childcare Provider's Signature: \_\_\_\_\_

We may also follow up with you about this submission to clarify its information. We have very limited funds for child care, but make every effort to do what we can to support parents and guardians attend our professional development trainings.

**PAN staff or volunteers are not able to provide cash reimbursements.**

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