



LGANT

Local Government Administrators of the NWT

Travel Expense Claim

Effective April 1, 2017

Name: _____

Travelling From: _____ To: _____

Departure Date: _____ Return Date: _____

Trip Purpose: _____

LGANT is NOT GST exempt, please include total cost incurred!

Travel Information	Description	Subtotal	
Air Transportation		\$ -	
		\$ -	
		\$ -	
Ground Transportation			
Taxis ***			
Rental Car & Fuel	\$0.595 /km 0	\$0.00	
* \$0.595/km within NWT or \$0.495 outside of NWT for LGANT	\$0.495 /km 0	\$0.00	
* \$0.255 within NWT - for individual convenience	\$0.255 /km 0	\$0.00	
Accommodation* Insert Hotel rate below			
Hotel \$ -	0	\$0.00	
Non-commercial \$50.00	0	\$0.00	
Per Diem			
	Dates	# of Meals	
**Breakfast \$23.85		0	\$0.00
**Lunch \$26.60		0	\$0.00
**Dinner \$57.10		0	\$0.00
**Incidentals \$17.30		0	\$0.00
Other		\$ -	
TOTAL		\$0.00	

***Accommodation is reimbursed for a maximum of 3 nights.**

Per Diems and Honorariums are not provided by LGANT

****Rates as of April 1, 2017; taxes included.**

***** Taxi fare receipt not required for less than \$10**

Travel Policy & Terms

All claims must be filed by November 24, 2017 with supporting documentation attached.

This form must be used. All claims must be supported by invoices and proof of payment!

NOTE: Delegates are responsible for the first \$1,000 of their travel expenses.

Claimant's Signature: _____ Date: _____

ED/President Signature: _____ Date: _____