



Northwest Territories Teachers' Association
5018 – 48th Street
Box 2340
Yellowknife, NT X1A 2P7

BUSINESS TRAVEL EXPENSES

Rates updated October 1, 2023

Purpose of Business Travel _____

Location of Business Travel _____ Date(s) of Business Event _____

Transportation

1. Air (attach receipts)

Origin: _____ to Destination: _____ \$ _____

2. Private Automobile

Origin: _____ to Destination: _____

Official GNWT driving distance within NWT grid used to calculate reimbursement

:

Within NWT _____ kms @ \$0.705/km ----- \$ _____

Outside NWT _____ kms @ \$0.565/km ----- \$ _____

Where the use of a privately-owned vehicle is authorized for the individual's convenience rather than that of the Association:

Convenience _____ kms @ \$0.325/km ----- \$ _____

Accommodations

1. Hotel Accommodation - exclude meals (attach receipts) ----- \$ _____

2. Private Accommodations _____ nights @ \$50.00/night ----- \$ _____

Meals*

(Total all B/L/D/I - \$100.00)

<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Incidentals</u>	
_____	\$20.00 <input type="checkbox"/>	\$25.00 <input type="checkbox"/>	\$45.00 <input type="checkbox"/>	\$10.00 <input type="checkbox"/>	----- \$ _____
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_____	\$20.00 <input type="checkbox"/>	\$25.00 <input type="checkbox"/>	\$45.00 <input type="checkbox"/>	\$10.00 <input type="checkbox"/>	----- \$ _____
_____	\$20.00 <input type="checkbox"/>	\$25.00 <input type="checkbox"/>	\$45.00 <input type="checkbox"/>	\$10.00 <input type="checkbox"/>	----- \$ _____

Other Expenses (attach receipts)

Taxi (details): _____ ----- \$ _____

Other (please specify) _____ ----- \$ _____

TOTAL BUSINESS TRAVEL EXPENSE (transfer total to opposite side of page) \$ _____

** Where the actual cost of meals and services exceeds the maximum allowance, and where the reason for this excess can be justified and the expenses supported by receipts (cost of meals are not to be included on hotel bill), the employee will be reimbursed for the actual expense incurred. Where receipts cannot be provided, reimbursement will be made for the meal allowance outlined above. Do not claim for any meals that were provided by the Association.*

If claiming CHILD CARE EXPENSES, receipts MUST be attached.