

## Event Reimbursement Form: Instructions

This form is used to request reimbursement for approved expenses incurred during TMPD events or activities. Please complete all sections accurately to ensure timely processing of your claim.

### Before You Begin:

- Ensure that you have **itemized receipts** for any expenses outside of meals and incidentals. Credit card statements cannot be used.
- If claiming KMs, please **attach a screenshot of Google Maps** that was used in the calculation
- Only one claim per First Nation can be reimbursed (unless otherwise specified)
- Reimbursements will be paid by Direct Deposit to the **First Nation**

### How to Fill Out the Form:

- Complete all sections (including name, departure and arrival dates)
- Calculate the claim amount per applicable section
- Calculate total claim amount

### What Will Be Reimbursed:

- **Transportation:** Flights, mileage (at approved rate), taxis, car rentals, parking
  - Fuel costs are only reimbursed for car rentals (not if claiming KMs)
- **Meals:** Meals outside of those provided during the conference may be claimed.

Meal entitlement for travel days will be based on the departure and arrival time to and from their home as follows:

Breakfast: Can be claimed if departed from home before 8:00 am local time  
Lunch: Can be claimed if travel is between 11:30 am – 1:00 pm local time  
Dinner: Can be claimed if individual leaves home before 6:00 pm local time or arrives home after 6:00 pm local time

- Incidentals should match the overnight stays
- **Hotels** will only be reimbursed at the **negotiated group rate**

*If you have any questions, please reach out to [events@labrc.com](mailto:events@labrc.com)*

**Please email completed reimbursements to [events@labrc.com](mailto:events@labrc.com)**

**Strengthening Environmental Governance  
Through Solid Waste Management  
Kamloops, B.C.  
June 10-11, 2026**

**Reimbursement Form**

|                                      |  |
|--------------------------------------|--|
| <b>Name:</b>                         |  |
| <b>Date:</b>                         |  |
| <b>First Nation/Payable to:</b>      |  |
| <b>Operational or Developmental:</b> |  |
| <b>Province:</b>                     |  |

**\*Reimbursements will be paid to the First Nation by direct deposit.**

| <b>Date Left Home:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  | <b>Date Arrival Back Home:</b> |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------|---------------------|--------------------|--------------|---------------|--------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Time Left Home:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  | <b>Time Arrival Back Home:</b> |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                | <b>Claim Amount</b> |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Flight</b> <ul style="list-style-type: none"> <li>Include invoice with travel details (showing GST/HST portion)</li> <li>Boarding passes required</li> </ul>                                                                                                                                                                                                                                                                                         |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Car Rental</b> <ul style="list-style-type: none"> <li>Include receipt with full details</li> <li>Car rentals may claim fuel costs (attach receipt)</li> <li>Car rentals are ineligible to claim KMs</li> </ul>                                                                                                                                                                                                                                       |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Additional Costs</b><br>(Attach receipts)    Airport parking: _____    Fuel: _____ *only available for car rentals<br>Taxi/Uber: _____    KMs @ \$0.56 _____ *Attach Google Map<br>Train/Bus/Ferry: _____                                                                                                                                                                                                                                            |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Hotel</b> <ul style="list-style-type: none"> <li>Please attach receipt provided at checkout (not just hotel confirmation, Expedia printout, or credit card payment)</li> <li>Covered up to 3 nights maximum at the negotiated rate of \$249/night plus taxes and fees</li> </ul>                                                                                                                                                                     |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Meals</b> <table border="1"> <thead> <tr> <th>Dates</th> <th>Breakfast (\$26)</th> <th>Lunch (\$26)</th> <th>Dinner (\$60)</th> <th>Incidentals (\$17)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> |                  |                                | Dates               | Breakfast (\$26)   | Lunch (\$26) | Dinner (\$60) | Incidentals (\$17) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dates                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Breakfast (\$26) | Lunch (\$26)                   | Dinner (\$60)       | Incidentals (\$17) |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Total Claim</b><br>(The maximum claim is up to \$1,000.00 in travel costs, plus 3 nights hotel at the FNLM Negotiated rate and meals)                                                                                                                                                                                                                                                                                                                |                  |                                |                     |                    |              |               |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Please note that ONE claim per First Nation can be reimbursed. Please submit within 30 days after event.**

Please email completed reimbursements to [events@labrc.com](mailto:events@labrc.com)