



Expense Reimbursement Form Q.A. Practice Review (Candidates)

OCP # _____ Practice Review Date: _____

Name (Please Print): _____

Address: _____

(Original receipts must be submitted: for details, please refer to reimbursement guidelines at the back of this form)

Air, Rail Fare, Bus Fare: \$ _____

Cab Fare: \$ _____

Car Mileage: _____ km (total) @ \$0.45/km \$ _____

Hotel: (Maximum \$150.00 taxes inclusive) \$ _____

Meals: Breakfast (Maximum \$10.00) \$ _____

Lunch (Maximum \$15.00) \$ _____

Dinner (Maximum \$25.00) \$ _____

Parking: \$ _____

Accounting Use Only
Date Paid _____
Cheque # _____
Expense Code # _____

Total \$

Submitted By: _____

Approved By: _____

Reimbursement Policies & Guidelines for Travel and Accommodation

Please note that there is NO reimbursement for candidates who reside outside of Canada. Candidates travelling from another province are reimbursed up to a maximum of \$1,200.00

For inquiries regarding your expense reimbursement, please contact: Christine Kuhn (416) 962-4861 extension 2264.

TRAVELLING EXPENSES

Air, train or bus transportation expenses will be reimbursed on the basis of economy/coach class for best available fares booked at least two weeks prior to your travel date.

Cab fare to and from the airport, train, or bus terminal to the College and parking expenses will be reimbursed *upon submission of original receipts*.

Kilometers (more than 40 km one way, i.e., more than 80 km round trip) from your home to the College will be reimbursed at the rate of \$0.45 per km. For administrative purposes, all claims for kilometers are verified by use of MapQuest.

Please note that automobile rental costs will **not** be reimbursed.

ACCOMMODATION AND MEALS (*Applicable only for registrants residing more than 40 kilometers from the College, the assumption is this distance will generally require overnight accommodation.*)

Your hotel accommodation for one night will be reimbursed to a maximum rate of \$150.00 taxes inclusive.

The College will provide you with snacks for the duration of your Peer Review. Other meals (including taxes and gratuities) on the date of your Peer Review will be reimbursed to the following maximums: Breakfast \$10.00, Lunch \$15.00, Dinner \$25.00, *upon submission of original receipts*.

Reimbursement of expenses will be made per the policy with the *submission of original receipts*.

SUBMISSION OF EXPENSE CLAIM

For your records, please retain a copy of your submitted expense reimbursement form and all receipts. (Please allow 15 business days for processing).

Staple your receipts to the Expense Reimbursement Form and mail to:

Quality Assurance Department
Ontario College of Pharmacists
483 Huron Street
Toronto, ON M5R 2R4
Fax: 416-847-8282