

ISAP CONFERENCES # 1 & # 2 (March 8-11 and March 29-April1, 2010)
TRAVEL AND MEAL CLAIM FORM

MEAL EXPENSES CLAIMED (RECEIPTS REQUIRED)

- Meal receipts are required – Delegates eligible for a hotel room may claim for meals not provided up to the allowable amounts indicated below or the receipted amount, whichever is lower. Amounts include taxes and gratuities.
- Meals taken during travel to and from the conference, (e.g. - lunch), can only be claimed by delegates staying at the hotel and only if the meal occurs while travelling.
- Delegates may NOT claim incidental costs while travelling to and from the conference or during the conference.

Date/Day Claimed	Breakfast - \$14.45	Lunch - \$13.45	Dinner - \$38.35	Total
Travel Day - March 8 & 29 (e.g. – lunch for receipted amount or allowable amount – whichever is lowest)				
Day One – March 9 and March 30				
Day Two – March 10 and March 31				
Day Three – March 11 and April 1				
TOTALS				

TOTAL TRAVEL COSTS OF ALL DELEGATES	TOTAL MEAL COSTS OF ALL DELEGATES	GRAND TOTAL OF ALL TRAVEL AND MEAL COSTS	CHEQUE MADE PAYABLE TO:	CHEQUE SENT TO:

DEADLINE FOR RECEIVING TRAVEL CLAIM – APRIL 12, 2010

NOTE – SEND COMPLETED FORM AND ALL RECEIPTS TO:

**MARK JACOT - JANGLES PRODUCTIONS
 51 PARFIELD DRIVE - TORONTO, ONTARIO - M2J 1C2
 markjacot@jangles.ca**