



**Alberta
Land Surveyors'**
Association

Expense and Mileage Reimbursement

If you are submitting a reimbursement claim for other expenses or mileage, please complete the form and email it to accounting@alsa.ab.ca. Scanned copies of your receipts can be attached to your email message, if required. There is no need to mail a hardcopy of your receipts or expense claim form if you submit them electronically.

The policy manual contains the Association's reimbursement policy.

Name: _____ Cheque Payable to: _____

Address: _____

Function/Event: _____ Date(s): _____

Details	kms @ \$0.55	Amount	GST	A/C
Receipts required for all claims except mileage	TOTAL			