

## **ACCEPTABLE RECEIPT FOR SUBSISTENCE REIMBURSEMENT**

During the recent Collective Agreement Negotiations the following criteria was established as a requirement for the reimbursement of subsistence. The following information must appear on all receipts:

1. Date
2. Name of Establishment and Name of Contact Person if appropriate (see examples below)  

ABC Motel – Company letterhead receipt – Name of Contact Person not required

B & B or Relative (non-registered) – Name of Contact Person required
3. Complete Address and Phone Number of the Establishment
4. Employee's Full Name
5. Reason/Description of Cost (including dates)
6. Total Cost

Below is an **example** of a receipt containing the proper information. A receipt without complete or required information will not be considered.

**Date of Receipt: September 1, 2010**

**Name of Establishment: ABC Motels and Lodging (Company letterhead/Registered)**  
**B&B or Relative (non-registered) – Contact Name – Tom Jones**

**Full Address of Establishment: 111 Any Street, Anywhere, Canada**

**Phone Number (999)-222-1234**

**Employee's Full Name: John Smith**

**Reason for Cost (including date(s)): One night accommodation on August 31, 2010**

**Total Amount Paid: \$00.00**