



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Member library: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for expense (ie: KLF Board meeting): \_\_\_\_\_

**Preferred method of reimbursement:**

1. KSCU transfer. Please include type of account and account #. (For example: chequing, Maximizer, 123456):
2. Interac e-transfer (please note email address):
3. cheque (please note payable to):

**Transportation**

Driving: \_\_\_\_\_ km @ \$0.55/km

Other:

Transportation total: \$

**Accommodation**

Hotel (please attach receipts)

Billeting (max reimbursement is \$45.00/night)

Accommodation total: \$

**Meals** (please attach receipts). Maximum compensation \$52.00/day.

Meals total: \$

**Total amount claimed: \$ \_\_\_\_\_**

Please submit completed form to: [director@klf.bclibrary.ca](mailto:director@klf.bclibrary.ca) or

KLF, PO Box 3125, Castlegar BC, V1N 3H4

Expense Claim Form

	KLF Distance Chart																			
	Beaver Valley	Castlegar	Cranbrook	Creston	Elkford	Fernie	Grand Forks	Greenwood	Invermere	Kaslo	Kimberley	Midway	Nakusp	Nelson	Penticton	Radium H.S.	Rossland	Salmo	Sparwood	Trail
Beaver Valley	x	45	214	108	377	310	122	162	347	135	245	193	185	65	308	360	24	25	339	16
Castlegar	45	x	231	125	391	326	97	137	363	115	245	154	145	46	283	376	38	42	356	31
Cranbrook	214	231	x	105	164	96	322	362	133	219	31	377	312	230	506	146	238	190	125	230
Creston	108	125	105	x	269	201	216	256	238	114	137	270	206	124	402	251	133	85	231	124
Elkford	377	391	164	269	x	67	484	525	278	386	185	539	533	394	667	291	401	353	39	393
Fernie	310	326	96	201	67	x	418	457	211	315	121	473	408	325	602	224	334	286	30	326
Grand Forks	122	97	322	216	484	418	x	40	454	207	353	57	240	137	186	467	98	133	447	108
Greenwood	162	137	362	256	525	457	40	x	494	246	393	15	280	177	145	507	138	173	487	148
Invermere	347	363	133	238	278	211	454	494	x	352	120	511	366	362	639	13	371	323	240	362
Kaslo	135	115	219	114	386	315	207	246	352	x	251	262	93	70	391	365	146	109	345	140
Kimberley	245	262	31	137	185	121	353	393	120	251	x	406	343	261	537	133	270	221	150	261
Midway	177	152	377	271	540	472	55	15	509	261	408	x	295	192	131	522	153	188	502	163
Nakusp	185	149	312	206	533	408	240	280	366	93	343	297	x	146	361	379	180	181	437	173
Nelson	65	46	230	124	394	325	137	177	362	70	261	194	146	x	323	375	77	40	355	70
Penticton	308	283	506	402	667	602	186	145	639	391	537	131	361	323	x	649	282	318	633	292
Radium H.S.	360	376	146	251	291	224	467	507	13	365	133	524	379	375	649	x	384	336	253	375
Rossland	24	38	238	133	401	334	98	138	371	146	270	152	180	77	282	384	x	50	364	10
Salmo	25	42	190	85	353	286	133	173	323	109	221	189	181	40	318	336	50	x	315	41
Sparwood	339	356	125	231	39	30	447	487	240	345	150	500	437	355	633	253	364	315	x	355
Trail	16	31	230	124	393	326	108	148	362	140	261	163	173	70	292	375	10	41	355	x