





## Notes:

- 1) You **must** complete this form using an Adobe Acrobat product, like [Acrobat Reader on a computer](#).
- 2) **Save the claim file** using this **file** naming convention: *Expense Claim [First initial][Last Name] [YYDDMMHHMM].pdf*
- 3) Use another claim form if there aren't enough rows.
- 4) All **date fields** have a date picker.
- 5) **Expense Location:** Select the province / territory where the expense was incurred.
- 6) If a receipt is lost or unavailable, **add a note** in the [Description] column like "Lost receipt" or "Receipt not provided".
- 7) **Claim Categories:**
  - a. For communications, like phone and internet, include the fraction of the total bill being claimed in the [Description].
  - b. Transportation includes air, train, ferry and taxi fares and personal vehicle use. For mileage claims enter the kilometers driven and the start location and destination. Enter the claim in the [Amount] column. Mileage claim rate = \$0.68/km in accordance with Revenue Canada's [Reasonable per-kilometre allowance](#).
- 8) **SalesTax** is one of GST, HST or TPS as listed on your receipt.
- 9) Submit all claims to [secretary@maac.ca](mailto:secretary@maac.ca) and attach images or PDFs of all receipts, invoices, bills etc. to your submission.