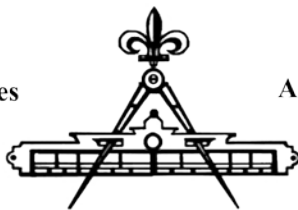


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Association of Canadian Map Libraries  
and Archives



Association des cartotheques et archives  
cartographiques du Canada

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## ACMLA Travel Assistance Expense Report

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

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

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

Period of Travel: \_\_\_\_\_

Address:

All claimed expenses must be receipted. Receipts should be sent to the ACMLA Treasurer no later than forty-five (45) days after the end of the Annual General Meeting. Eligible expenses are based on the criteria outlined in the ACMLA Policy on Travel Funding.

ACMLA Policy on Travel Funding

[http://www.acmla-acacc.ca/docs/ACMLA\\_conference-travel\\_funding\\_policy.pdf](http://www.acmla-acacc.ca/docs/ACMLA_conference-travel_funding_policy.pdf)

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Signature of Claimant

Date	Description of Expense	Airfare	Accommodation	Ground Transportation (Gas, Car Rental, Taxi)	Meals & Tips	Kilometres (Personal Car Only)	Mileage Reimbursement

Total Reimbursement: \_\_\_\_\_

**Please submit expense report to ACMLA Treasurer**