



## EXPENSE REIMBURSEMENT FORM

Name:			
Address:			
Phone:		Email:	

I certify that I incurred the following travel expenses in connection with the 2019 POGO/Ooch Survivor Conference held from September 20-22, and received pre-approval for my method of travel from POGO.

### Expenses:

**NOTE:** POGO is unable to reimburse for meals/snacks purchased while travelling

Mileage\* (kms x \$0.42/km)      # KM:

\*Please include a map of your route showing km travelled

Train

Bus

Parking (\$20 maximum per person)

Taxi

**Total Due:**

**Signature:**

**Date:**

POGO created funding guidelines for transportation and accommodation, are available [online](#).

**Please complete this form and mail with original receipts, by October 19, 2019 to:**

Claire Slaughter, Program Assistant, Communications and Education  
1014-480 University Avenue, Toronto, ON M5G 1V2

**Note: Claims received after Oct 19, 2019 will not be reimbursed.**