



Submitting a Claim After Your PD Activity is Approved

Once you have received confirmation that your application has been approved by the PD Committee, you can start purchasing items and submit your claim.

Here are a few different scenarios to consider when submitting your claim:

A. No travel is involved

For example, if you purchased books, registered for a course, or bought a professional membership:

- In this case, simply send your receipt to ccfa-PD@camosun.ca

B. Travel is involved

Email 2 documents to CCFA-pd@camosun.ca :

1. The College [travel expense claim form](#) (keep it as an Excel file, no need to sign it)
2. All receipts as a single PDF. No receipts are required for meals or incidentals since you are reimbursed based on a per-diem basis. Saving all your receipts as a single PDF document streamlines the process at our end and allows a faster process.

For travels within Canada or the US, use the per diem meals tables in Canadian dollars as well as the incidental value of \$15/night. The number of incidentals equals the number of nights you spend at approved accommodation.

PER DIEM MEALS (Canada/USA)

To claim BREAKFAST, you must leave home before 7:00 AM.
To claim LUNCH, business travel must commence before noon.
To claim DINNER, you must arrive home after 6:00 PM.

DATE	Breakfast \$15.25	Lunch \$18.50	Dinner \$30.00	Total 63.75
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL PER DIEM MEALS				0.00

On the other hand, if you traveled outside Canada or the US, use the international per diem meals Table:

INTERNATIONAL PER DIEM MEALS

To claim BREAKFAST, you must leave home before 7:00 AM.
 To claim LUNCH, business travel must commence before noon.
 To claim DINNER, you must arrive home after 6:00 PM.

DATE	Transit \$50 USD	Breakfast \$10 USD	Lunch \$20 USD	Dinner \$30 USD	Total
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

EXCHANGE CALCULATOR:
 US RATE
 0.00 Transit
 0.00 B'fast
 0.00 Lunch
 0.00 Dinner

To do so, fill the exchange rate calculator with the CAD/USD rate of exchange (at the time you traveled) and use the amounts for each type of meal to fill the Table.

INTERNATIONAL PER DIEM MEALS

To claim BREAKFAST, you must leave home before 7:00 AM.
 To claim LUNCH, business travel must commence before noon.
 To claim DINNER, you must arrive home after 6:00 PM.

DATE	Transit \$50 USD	Breakfast \$10 USD	Lunch \$20 USD	Dinner \$30 USD	Total
September 08	66.50				66.50
September 09		13.30	26.60	39.90	79.80
September 10		13.30		39.90	53.20
September 11	66.50				66.50
					0.00
					0.00
					0.00
					0.00
TOTAL INTERNATIONAL PER DIEM MEALS					266.00

EXCHANGE CALCULATOR:
 US RATE
 66.50 Transit
 13.30 B'fast
 26.60 Lunch
 39.90 Dinner

Most common reasons why claims are returned

1. Some receipts are missing. You have to provide receipts for every category for which you submitted a reimbursement request: accommodation / airfare / ferry/ ground transportation (Taxis, bus) and registration fees.
2. Receipts don't have your name or the date (for accommodation, airfares and registration receipts)
3. Wrong currency: all budget items should be in Canadian dollars

Allowing enough time for “the process”

Once you send your claim to the CCFA office, it will be reviewed and completed with the correct cost center before being sent to the College Finance Department for final review and payment by direct deposit. Some times are much busier than others and we thank you for your patience. Note that during busy periods or holidays, the claim process may take up to 6 weeks.