



In-Lieu of Commercial Accommodation Form

This form is to be completed as per section 1.0 Travel Expenses, 1.11 in the Travel Expense Policy P-F 405.

1.11 In lieu of incurring authorized expenses for single accommodation in a standard room, a maximum of \$30 per night is allowed for accommodation, including any meals for private stays with family or friends at a location other than the claimant's principal residence. Instead of a receipt, a written explanation must be submitted identifying the host and the number of days of the stay. The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

Name of Employee: _____

Purpose of Trip:

Date(s) of stay: From: _____ To: _____
Date (yyyy/mm/dd) Date (yyyy/mm/dd)

Name of Person who provided accommodation:

Number of Nights: _____ Total Amount: \$ _____

I hereby certify that the above information is correct.

Signature of host:

Date (yyyy/mm/dd)