



COUNCIL OF NOVA SCOTIA ARCHIVES

**Travel Claim for CNSA Members**

**Name:**

**Mailing  
address:**

**Postal Code:**

**Phone:**

**Email:**

*CNSA members may apply for reimbursement of **60% of the total mileage costs** calculated according to the [Government of Nova Scotia reimbursement rates for employees](#).*

Date	Description of travel	Total # kms	Total mileage costs	60% of total mileage costs	CNSA Event
	Total Remimbursement:				

**Office Use Only**

**Approved by:**

**Date approved:**

**Cheque # issued:**

**Date issued:**

Email a copy of this form plus proof of attendance to: [advisor@councilofnsarchives.ca](mailto:advisor@councilofnsarchives.ca)

**Or mail to:** Council of Nova Scotia Archives  
6016 University Avenue  
Halifax, NS, B3H 1W4

**Phone: 1-902-424-7093 Fax: 1-902-424-0628**