Interim Expense Claim Form

Air Canada requires that receipts be submitted for all reasonable expense reimbursements incurred for clothing and toiletries, due to the delay of your bag(s). Any disbursements will be deducted from the final settlement if the bag is not located.

Please complete and submit the Interim Expense Claim form which will serve for the reimbursement of incidental expenses. You may scan all receipts and completed forms as an attachment at the end of the online webform in the below link or submit originals for consideration of reimbursement to the following address.


Air Canada Baggage Claims
Air Canada ZIP 1116
P.O. Box 8000, station Airport
Dorval, Quebec
H4Y 1C3

Thank You.
**AIR CANADA**

**INTERIM EXPENSE CLAIM FORM**

Baggage Tracing Number : (ex. YULAC12345)

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I, Mr. / Mrs. / Ms. 

(Family Name/s) 

(Given Name/s) 

(Name as indicated on Passport if different from above) 

I do solemnly declare that on the ___ day of _______ year ______ I checked baggage belonging to ____________________________ which was delayed by the airline(s) and for which this interim expense claim is made.

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**COMPLETE ITINERARY**

<table>
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<tr>
<th>From</th>
<th>To</th>
<th>Airline</th>
<th>Flight Number</th>
<th>Full Date</th>
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1. Number of persons travelling together: ____________ Infants (under 2 years) ____________
2. Total number of bags checked ____________
3. Claim check or tag numbers ____________
4. Were you charged for Additional Checked Bagage? _____ Amount paid ____________________________ (Attach receipt)
5. Did you declare "excess valuation" and purchase additional coverage? _____ Value declared ____________________________ Amount paid ____________________________ (Attach receipt)
6. Was there a name, address or any other identification on the bag(s)? (i.e. tags, stickers, ribbons) ____________
7. Was the loss reported? _______ Time _______ Date _______
   By phone or in person? _______ To which airline? _______
   Where? ____________
   If the missing baggage was not reported immediately upon arrival, state the reason for the delay ____________.

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Are you pursuing this claim with another carrier? __________________ Carrier? ____________
8. Was your baggage rerouted or rechecked en-route? _______ Where? ____________
   Why? ____________
   By which airline? __________________ New tag numbers ____________
9. Was the baggage for which this claim is being made, cleared through Customs? _______ Why? ____________
   If so, where? ____________ Were the contents inspected? _______ By whom? ____________
   After clearance, where was the baggage placed? ____________ By whom? ____________

10. Do you have any insurance covering the delayed items? _______ Name / Address of insurance company ____________
   Will you be claiming from them? _______ ____________
11. Other relevant information or comments ____________
Frequent Flyer ID: ________________________________
Date of Birth: ________________________________
(Optional) yy/mm/dd

Residence Address:
_____________________________________________________________________
_____________________________________________________________________

Residence Tel: (___) _____________________________
Cell: (___) _________________________________

E-Mail: _____________________________________________________________

Company Name:
_____________________________________________________________________

Business Address:
_____________________________________________________________________

Business Tel.:
(____) ________________________________________________

Any prior address (within past 2 years):
_____________________________________________________________________
_____________________________________________________________________

Prior Tel.:
(____) _________________________________________________

Have you or any member of your household ever had a previous claim with Air Canada or any other airline?  □ YES  □ NO
If yes, give name of carrier ___________________________ and date
__________________________________________________________
For the purpose of tracing your baggage as well as processing and verifying your claim, it is sometimes necessary to disclose personal information that you have provided us relating to your claim into a baggage tracing and/or claims database, which is accessible to other participating airlines and handling agencies.

By signing the declaration below you consent to this disclosure.
I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I understand this declaration may be subject to review and investigation and I hereby give Air Canada the authority to require from anyone any documents or statements in relation to this declaration. According to section 131 and 132 of the Criminal Code, any person who makes a solemn declaration knowing that the declaration is false, is guilty of an indictable offense and may be liable for imprisonment for a term not exceeding fourteen years. Similar laws are applicable in other countries. I also understand that Air Canada may disallow any claim for loss, which contains misrepresentations, including false statements concerning whether or not previous claims have been made with Air Canada or other carriers.

Claimant’s Signature ________________________________ Date: ________________
LIST OF ITEMS CLAIMED AS INTERIM EXPENSES

• Please ensure that you provide a **complete list** of all items purchased as interim expenses while you were not in possession of your bag and **attach all original purchase receipts**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Article</th>
<th>Size, Color, Brand, Manufacturer, Serial Number (s) etc.</th>
<th>Male</th>
<th>Female</th>
<th>Infant (M/F/I)</th>
<th>Date of Purchase</th>
<th>City/ Store Where purchased</th>
<th>Original Purchase Price</th>
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**TOTAL AMOUNT Claimed**

If possible, show in Canadian or US Dollars.

(If applicable, show rate of exchange)

$___________________