

Expense Claim Policy and Form

All expense claim forms must be submitted to Estevan Minor Softball board within thirty (30) days of completion of the meeting or event. Failure to do so may result in no reimbursement, especially if the expense claim is submitted during the next fiscal year. Allowance will be given to those who incur pre-season expenses and who wait until shortly after the season begins to submit claims. Appeals may be made to the Board.

Ground Travel: Car allowance is \$0.50/km.

Accommodation: For board and committee meetings of Softball Canada and Western Canada, accommodations will be billed to Softball Saskatchewan; charges other than accommodations are the responsibility of the individual

Courses: For coaching development in order to promote growth.

ESTEVAN MINOR SOFTBALL: In-Province Expense Form

NAME: _____ PHONE: _____

ADDRESS: _____
Street Address City Postal Code

EVENT: _____

LOCATION: _____ DATE(S): _____

Kilometers: _____ x .50 per kilometre (both ways) =\$ _____

Accommodations: (Actual Cost) _____ =\$ _____

Courses: (Receipts Required) _____ =\$ _____

Miscellaneous: (Receipts Required) _____ =\$ _____

TOTAL EXPENSES =\$ _____

Signature: _____

Date Paid: _____

Date: _____

Cheque #: _____

Code: _____

ESTEVAN MINOR SOFTBALL: Expense Claim Adjustment Form

- Your total claim for expenses cannot be accepted because:
 - no original receipts are provided for the following claims:
 - Estevan Minor Softball policy does not provide for compensation for the following claims:
 - your claim is in excess of the amount allowed by Estevan Minor Softball for such a claim or your claim or your claim has not been made within Estevan Minor Softball policy requirements.
(see attached policy)
 - of the following reasons:
- Your claim has been adjusted and you will find a cheque for the claimable amount of \$ _____.
- Your entire claim has been returned for your adjustment.

Appeals regarding this decision may be made, in writing, to the Board of Estevan Minor Softball.