

# Travel Expense 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.

Expenses are generally covered for meetings attended by delegated officials on behalf of Estevan Minor Softball and for coaching development.

Ground Travel: Car allowance is \$0.47/km.

Per Diem: Half-day is \$20, full day is \$40.

Accommodations: Prior approval from the Board should be sought to ensure reasonable rates

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NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Code Street Address City Postal

EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE(S): \_\_\_\_\_

*Kilometers:* \_\_\_\_\_ x .47 per kilometre (both ways) = \$ \_\_\_\_\_

*Accommodations: (Actual Cost)* \_\_\_\_\_ = \$ \_\_\_\_\_

*Courses: (Receipts Required)* \_\_\_\_\_ = \$ \_\_\_\_\_

*Miscellaneous: (Receipts Required)* \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL EXPENSES** = \$ \_\_\_\_\_

Signature: \_\_\_\_\_

*Date Paid:*  
*Cheque #:*

Date: \_\_\_\_\_

*Code:*