



**SCSA EXPENSE REIMBURSEMENT FORM**

TEAM: \_\_\_\_\_

Name: \_\_\_\_\_

Coach  Board Member  Referee  TD  Manager  Other

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please see instructions on reverse of this form.*

EXPENSES	Date	Amount	Details	MILEAGE - Destination	KM	Amount
		<b>TOTAL</b>		<b>TOTAL</b>		

**\*\* Hand in your completed form with RECEIPTS to the SCSA Office at 600 Chaplin St. East or email to swiftcurrentsoccer@gmail.com**

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

**Mileage:** \$.30/km

**Meals:** \$30 per day or \$100 for tournament weekend Fri-Sun

**Hotels:** Maximum \$160/night incl. taxes

**No expenses with the exception of meals/mileage will be reimbursed without receipt**

**For SCSA use only:**

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

Payment method: \_\_\_\_\_ Amount: \_\_\_\_\_

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

- Expenses will not be paid unless accompanied by necessary receipts and completed form.
- Each individual must enter their own expenses – only one person per form.
- *Hotel sharing*: enter your share (% and amount) and names of roommates – individual paying for room submits receipt and is reimbursed.
- *Ride sharing*: vehicle owner claims mileage.
- All expenses are due on the Wednesday following the event.
- Please read SCSA “Expense Reimbursement Policy” at [www.swiftcurrentsoccer.ca](http://www.swiftcurrentsoccer.ca) and in the Team Personnel Guide
- Meal expenses will be paid per day or per tournament weekend as per policy.
- **Mileage will be paid according to list below – distances listed are “roundtrip” from Swift Current.**
  - **Saskatoon – 540 km**
  - **Regina – 486 km**
  - **Balgonie – 536 km**
  - **Moose Jaw - 348 km**
  - **Yorkton – 856 km**
  - **Weyburn – 642 km**
  - **Estevan – 812 km**
  - **Medicine Hat – 450 km**
  - **Lloydminster – 880 km**
  - **Calgary – 1032 km**