

## BC/YT Section Expense Claim

REVISED June 2015

NAME : \_\_\_\_\_ PURPOSE OF TRIP : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

POSTAL CODE : \_\_\_\_\_ DATE : \_\_\_\_\_

SIGNATURE OF CLAIMANT : \_\_\_\_\_

APPROVED BY : \_\_\_\_\_

DATE : \_\_\_\_\_

- Regulations:**
1. All claims must be submitted with 30 days of activity
  2. Original receipts required except for mileage.
  3. Mileage rate for private car - 48 cents/km

OFFICE USE ONLY	Date						TOTAL CLAIMED	NOTES
	<b>Charge Project</b>							Check here if you would prefer your total expenses to be donated to the BC Section Athlete Trust Fund <input type="radio"/>
6050	TRANSPORTATION	KM or Mile					\$ -	
		Amount	\$ -	\$ -	\$ -	\$ -		
6050	OTHER TRAVEL (PLEASE SPECIFY)						\$ -	
5350	FOOD						\$ -	
5625	PARKING						\$ -	
5650	PHOTOCOPY COST						\$ -	
5675	POSTAGE & COURIER						\$ -	I would like to donate \$_____ of this expense claim to the BC Section Athlete Trust Fund
5925	STATIONARY						\$ -	
5975	TELEPHONE/FAX/INTERNET						\$ -	
							\$ -	
							\$ -	
	<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ -	

Return to :Skate Canada - BC/YT Section, #2 - 6501 Sprott Street, Burnaby, BC V5B 3B8

**B.C. Section Expense Policy**

1. Mileage is paid at the current Skate Canada rate (48 cents per kilometer)
2. Only the driver is eligible to claim mileage.
3. Mileage may not exceed the lowest return excursion airfare.
4. **All expenses except mileage must be backed by receipts or they will NOT be paid**
5. Childcare expenses are not allowable unless approved in advance by the B.C. Section
6. Travel meals will be paid to a maximum of Breakfast \$12.00, Lunch \$15.00, Dinner \$23.00

The above are **maximum** amounts and only the actual amount **MAY** be claimed and backed up by a valid receipt.

**On the day of departure**, if your travel status begins:

- after 8:00 am breakfast should not be claimed
- after 12:00 noon, breakfast and lunch should not be claimed
- after 6:00 pm no meals should be claimed.

**On the day of return**, if your travel status terminates:

- prior to 6:00 am, no meals should be claimed
- prior to 12:00 noon, breakfast may be claimed
- prior to 6:00 pm, breakfast and lunch may be claimed
- after 6:00 pm, all meals can be claimed.

**Credit Card receipts are not acceptable as proof of expense, actual receipts must be submitted.**

**You may scan receipts and submit receipts and form by email to [bev@skatinginbc.com](mailto:bev@skatinginbc.com)**

**All claims are due within 30 days of activity**