SKATE/PATINAGECANADA
NEW BRUNSWICK/NOUVEAU BRUNSWICK

SKATE CANADA New Brunswick
299 Champlain St, Suite 4
Dieppe, NB E1A 1P2
506.855.1751
executivedirector@skatenb.org

Office use only:
Date: _____Cheque # _____

GL:_____

Fund :_____

DATE	DESCRIPTION PLEASE PROVIDE SPECIFIC DETAILS OF EXPENSE	TRAVEL TOTAL KMS	AMOUNT #5736 TRAVEL $	AMOUNT #5737 MEALS $	AMOUNT #5739 RENTALS	AMOUNT OTHER		TOTAL $
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -
			$ -					$ -

DO YOU WISH TO DONATE A PORTION OR ALL OF YOUR EXPENSE CLAIM TO A SKATING PROGRAM? Yes or No
PLEASE INDICATE THE DONATED AMOUNT BELOW.

PAYEE: _____
ADDRESS: _____
_____
_____
TELEPHONE: _____
EMAIL: _____

APPROVED BY: _____
COMMITTEE CHAIR
_____
DATE APPROVED

TOTAL EXPENSE	$ -
LESS ADVANCE	
LESS DONATION	
BALANCE OWED TO PAYEE (OWED TO SCNB)	0.00

Breakfast - $10
Lunch - $15
Supper - $25
Mileage - $0.48/km

☐ Cheque will be picked up "X"
☐ Please mail cheque "X"

Travel Status Policy (adopted May 29 2017)

In order to claim mileage, per diem and/or accommodations, a volunteer must be considered in Travel Status.
Travel Status is defined to be a distance of 15 kilometers (one way) from the individual home or starting point to the location of meeting, event or other activities as approved by the Executive Committee.
Per diem may be covered should meals not be provided.
Examples of meeting this requirement, and eligible travel expenses are:

- A person living in Moncton going to a meeting in Saint John.
- A person from Dieppe traveling with another person from Moncton going to a meeting in Saint John.

Example of not meeting the Travel Status requirement.

- A person in Dieppe attending a board meeting in Moncton.

REVISED DECEMBER 1 2018