

Skate New Brunswick Expense Claim Form



Skate
Patinage
NB

Payee Information	
Name:	
Address:	
Phone #:	
Email:	
Signature:	

Date:

Approved by:

Approved date:

Event (if applicable):

Expenses

Date	Description	Travel KMs	Travel Amount #5736	Meals #5737	Rentals #5739	Other
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____
			\$ _____	\$ _____	\$ _____	\$ _____

Do you wish to donate a portion of your claim to a skating program? If so, indicate amount here:

Total Claim	\$ _____
Less donation	\$ _____
TOTAL DUE TO PAYEE	\$ _____

Breakfast	\$10.00
Lunch	\$15.00
Supper	\$25.00
Mileage	\$0.52/km

Please mail cheque
 Cheque will be picked up

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's starting point prior to the location of the event as approved by the Executive Committee
 Per diem may be covered should meals not be provided.

Office use only			
Date		GL	
Cheque		Fund	