



# BC SCHOOL SPORTS

Mailing: 20800 Lougheed Hwy, PO Box 97, Maple Ridge, BC V2X 7E9

Location: 21821 – 122<sup>nd</sup> Ave, Room 1009, Maple Ridge, BC V2X 3X2

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## EXPENSE CLAIM FORM

Submitted By: \_\_\_\_\_

Address to Which Cheque Should Be Sent: \_\_\_\_\_

Postal Code

Event or Meeting? \_\_\_\_\_

Date(s): From \_\_\_\_\_ To \_\_\_\_\_

Travel: From \_\_\_\_\_ To \_\_\_\_\_

Attended in What Capacity?

### **TRANSPORTATION** (original receipts must be attached)

Arrival: Date \_\_\_\_\_ Time \_\_\_\_\_

Departure: Date \_\_\_\_\_ Time \_\_\_\_\_

Air Fare: From \_\_\_\_\_ To \_\_\_\_\_ (return) \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ kilometres @ **\$.52/km** \$ \_\_\_\_\_

Ferry: From \_\_\_\_\_ To \_\_\_\_\_ (return) \$ \_\_\_\_\_

Taxi: From \_\_\_\_\_ To \_\_\_\_\_ \$ \_\_\_\_\_

### **ACCOMMODATION** (original receipts must be attached)

Hotel: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ \$ \_\_\_\_\_

Non-receipted: \_\_\_\_\_ nights at \$10/night \$ \_\_\_\_\_

### **MEALS:** (receipts not required)

\_\_\_\_\_ Breakfast(s) @ **\$12/day** Dates: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Lunch(es) @ **\$13/day** Dates: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dinner (s) @ **\$25/day** Dates: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Day(s) @ **\$50/day** Dates: \_\_\_\_\_ \$ \_\_\_\_\_

### **OTHER EXPENSES:** (specify and attach original receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

<b>Office use:</b>
Claimed: _____
Deduct Advance: _____
Balance Due or Owing: _____
Paid Ck# _____ Date: _____
Amount Paid: \$ _____
<b>Revised: March 13, 2009</b>

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

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

**PLEASE SUBMIT WITHIN 30 DAYS OF THE EVENT / MEETING**

## BC SCHOOL SPORTS POLICIES RE: EXPENSE CLAIMS

### GENERAL:

1. No volunteer should be out-of-pocket with respect to necessary expenses when travelling on behalf of BC SCHOOL SPORTS.
2. Original receipts must be submitted in support of claims for:
  - i) Travel (except by car)
  - ii) Accommodation (if actual cost is claimed)
  - iii) other Expenses

### ALLOWABLE EXPENSES:

#### 1. Travel

- i) Mileage at **\$.52 per kilometre**. (*This mileage claim, including necessary en route meals and accommodation, cannot exceed the lowest airfare available for the same journey*)
- ii) Parking charges
- iii) Air fare - the most economical fare available and booked through the BCSS Travel Agent or approved by the Executive Director
- iv) Bus Fare, Train Fare, Ferry Costs (*This claim, including necessary en route meals and accommodation, cannot exceed the lowest airfare available for the same journey*)
- v) Necessary taxi costs

#### 2. Accommodation

- i) Actual room costs (*shared accommodation unless approved by the Executive Director*) including taxes, but not incidentals
- ii) If not receipted (i.e. homestay) will be supported at \$10.00 per night

#### 3. Meals - including gratuities

<b>Partial day rates:</b>	<b>Breakfast</b>	<b>\$12.00</b>
	<b>Lunch</b>	<b>\$13.00</b>
	<b>Dinner</b>	<b>\$25.00</b>

Full per Diem rate is **\$50.00**, which can be claimed only when a volunteer is travelling or in attendance at a function from 7:00 am - 8:00 pm or a greater time period.

#### 4. Other Expenses:

- i) Telephone charges related to BCSS business
- ii) Dues, fees or assessments
- iii) Approved "out-of-pocket" expenses
- iv) For members of the Board of Directors - child care expenses in accordance with the BCSS Board of Directors policies

*ALL expense claims should be submitted within 30 days of the event or meeting.*