

RINGETTE ALBERTA EXPENSE CLAIM

NAME: _____ PHONE #: (____) _____

ADDRESS: _____ CITY: _____ PC: _____

EVENT: _____ EVENT DATE: _____ CLASS _____
(CLASS IS OFFICE ONLY)

TRAVEL EXPENSE (5789)

Private Motor Vehicle: _____ kms @ \$0.30/km \$ _____
 Other (Receipt Attached): Auto Rental Air/Bus Fare \$ _____

ACCOMMODATIONS (5785)

of nights _____ Single Occupancy. Double Occupancy \$ _____

MEALS (5787)

Receipts required unless claiming the **Convenience Per Diem!** (Please see the Policy Guidelines related to expense claims)

Remember claim only to the maximum levels (indicated) when submitting receipts!

		<u>Total</u>	
# _____ Breakfast(s)	B1: _____ B2: _____ B3: _____	\$ _____	<i>(receipted max of \$7.50 per Breakfast)</i>
# _____ Lunch(s)	L1: _____ L2: _____ L3: _____	\$ _____	<i>(receipted max of \$ 9.50 per Lunch)</i>
# _____ Dinner(s)	D1: _____ D2: _____ D3: _____	\$ _____	<i>(receipted max of \$17.50 per Dinner)</i>
			\$ _____

Honorarium (5140) _____ \$ _____

Official Fees (5240) _____ \$ _____

ADMINISTRATIVE EXPENSE (Attach Receipts)

Printing/Photocopying (5710): _____ \$ _____
 Postage/Courier (5640): _____ \$ _____
 Telephone (5780): _____ \$ _____
 Other (Please Specify): _____ \$ _____

TOTAL EXPENSE CLAIM \$ _____

Applicant's Signature: _____ **DATE:** _____

FOR OFFICE USE ONLY	
Approved: (FOR OFFICE USE ONLY)	
Bank Acct _____	_____ / _____ Internal External

POLICY GUIDELINES RELATED TO EXPENSE CLAIMS

1. Ringette Alberta will only process and reimburse expense claims submitted within 30 days of the expense being incurred!
2. Expense Report, with original receipts, to be sent directly to Ringette Alberta at: 11759 Groat Road Edmonton, AB T5M 3K6 ph: 780.415.1750 fx: 780.415.1749 Email copies will only be accepted when receipts are not required.
3. Ringette Alberta shall provide travel assistance to authorized individuals for expenses incurred in carrying out business of the Association when such expenses have the prior approval of the Board.
4. Travel assistance will not be paid for within a 50 km radius of authorized individual's domicile with the exception of necessary multiple trips during one specific event.
5. Allowable Expense: Transportation: The actual expense incurred for public transportation by rail, bus or air, upon presentation of receipts to the Treasurer. \$0.30/km for use of a personal vehicle when traveling on approved Ringette Alberta business. Travel reimbursement must be pre-approved by budget authority. **Whenever possible, car-pooling or utilization of a rental vehicle is encouraged.**

6. MEAL EXPENSES

For approved meetings, clinics, conferences and similar activities, meal expenses are reimbursable. Claimant must provide an **itemized receipt** (*per meal*) with the following **maximums** applicable: **Breakfast \$7.50, Lunch \$9.50 and Dinner \$17.50.**

A second option for meal reimbursement is to claim a **Convenience Per Diem without any receipts.** \$5.00 may be claimed for Breakfast or Lunch, and \$10.00 may be claimed for Dinner.

NOTE: Receipted meals **exceeding** the maximum allowable noted above, will require the Executive Director's approval prior to submission. ***Request for reimbursement shall not include any expenses for alcoholic beverages.***

An individual able to leave home for association business after 8:00 a.m. may not, on the same day claim an expense for breakfast. An individual able to return home from association business by 6:00 p.m. may not, on the same day claim an expense for supper.

7. Accommodation: The actual expense incurred for hotel accommodation, double occupancy where possible upon presentation of receipts to the Treasurer.
Where an individual elects to have single hotel occupancy, or other persons who are not on authorized association business, then only one half of the hotel expense may be reimbursed.
8. Stamps and stationary: upon presentation of a receipt.
9. Telephone calls: bill must be submitted for reimbursement.
10. Please indicate the project area corresponding with the profile document, which your expenses are to be charged against.
11. Director's signature is required before expense claim will be paid.