BC Rhythmic Sportive Gymnastics Federation

Travel Expense Claim Form

Name	Date	
	Phone:	
Address:	Email:	
Reason for Expenditure:		
Date(s) of Activity:		
Description of Expenses		Total Cost
Economy Air Travel to:	from:	
Vancouver Island Ferry – Car/passenger		
Mileage Charge: km x \$0.30/km		
Accommodations: # of nights x	room cost/night	
Meals (\$30/day): \$7.50 – breakfast		
\$10.00 - lunch		
\$12.50 - dinner		
Other Expenses (please specify):		
TOTAL EXPENSES:		
IMPORTANT: For reimbursement, all receipts must be attached and submitted within 4 weeks of the incurring expense. For the March 31st year end, all expenses must be submitted by April 15th.		

FOR OFFICE USE ONLY:

Approved by:	Cheque #:
Account:	Date: