



Swim Saskatchewan

2205 VICTORIA AVE.  
REGINA, SK S4P 0S4

(306) 780-9291 or 780-9238  
Fax: (306) 525-4009  
[www.swimsask.ca](http://www.swimsask.ca)  
[office@swimsask.ca](mailto:office@swimsask.ca)

## Expense Statement

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Reason for expense: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Travel Cost: Bus/Air (Receipt Required) \$ \_\_\_\_\_

Travel Cost: Car \_\_\_\_\_ km X .35¢/km \$ \_\_\_\_\_

The maximum total km that will be paid will be as per mileage chart on the reverse side.

**NOTE: Renting a vehicle is a permissible option, and is the preferred method if cheaper. Enterprise Car Rentals usually has very good weekend rates with unlimited kilometers.**

Lodging: \_\_\_\_\_ X \_\_\_\_\_ (Receipt Required) \$ \_\_\_\_\_  
                    Nights                      Cost

Meals: \_\_\_\_\_ X \$7.00 = \$ \_\_\_\_\_  
                    Breakfast

\_\_\_\_\_ X \$10.00 = \$ \_\_\_\_\_  
                    Lunch

\_\_\_\_\_ X \$18.00 = \$ \_\_\_\_\_  
                    Supper

(= \$35.00 per diem)      **Total for all Meals** \$ \_\_\_\_\_

Miscellaneous: Phone: \$ \_\_\_\_\_

Receipts Required Other: \_\_\_\_\_ \$ \_\_\_\_\_

For all Miscellaneous Other: \_\_\_\_\_ \$ \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_

I hereby certify that the above expenditures were incurred during authorized Swim Saskatchewan Inc. business.

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

Did you remember to attach receipts?

For office use only:

Executive Director

Date

GL # & Amount

GL # & Amount  
SUPPORTED BY:



Swimming excellence for all

