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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

