** EXPENSE CLAIM**

**Treasurer: Jim Black**

**Scan & Email to:** [**black03@telus.net**](mailto:black03@telus.net) **Phone: (**403)-952-7496

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| --- | --- | --- |
| **Name of Event:** | | |
| **Location:** | **Event Date:** | |
| **Transportation** | | **Grant in Aid:** YES / NO |
| **TOTALS** |
| **Airfare** (attach receipt) | | $ |
| **Vehicle**- From: | To: |  |
| TOTAL KM: | **@ $0.53** | $ |
| **Taxi** (attach receipt) | | $ |
| **Parking** (attach receipt) | | $ |
| **Accommodation** | | |
| **Hotel Room** (attach receipt of an approved ATA hotel) | | $ |
| Accommodationwithout receipt claim$50 | | $ |
| **Subsistence Allowance** | | |
| **$70 per NIGHT stayed on ATA functions** | **# of nights \_\_\_\_ @ $70/night** | $ |
| **Child Care** | **$25 per meeting or receipt amount** | $ |
| **Other (specify and attach receipt)** | | $ |
| **Hospitality (include names on receipt of guests)** | | $ |
| **TOTAL CLAIM** | | **$** |
| **Claimed by:**  **Address:** | | |
| **Signature:** | | |