** EXPENSE CLAIM**

**Treasurer: Jocelyn Encinas**

**Scan & Email to:** [**j**](mailto:black03@telus.net)**cstickel@gmail.com**

|  |  |  |
| --- | --- | --- |
| **Name of Event:** | | |
| **Location:** | **Event Date:** | |
| **Transportation** | | **Grant in Aid:** |
| **TOTALS** |
| **Airfare** (attach receipt) | | $ |
| **Vehicle**- From: | To: |  |
| TOTAL KM: | **@ $0.65** | $ |
| **Taxi** (attach receipt) | | $ |
| **Parking** (attach receipt) | | $ |
| **Accommodation** | | |
| **Hotel Room** (attach receipt of an approved ATA hotel) | | $ |
| Accommodationwithout receipt claim$50 | | $ |
| **Subsistence Allowance** | | |
| **$80 per NIGHT stayed on ATA functions** | **# of nights \_\_ @ $80/night** | $ |
| **Child Care** | **$25 per local meeting or receipt amount** |  |
| **Other (specify and attach receipt)** | | $ |
| **Hospitality (include names on receipt of guests)** | | $ |
| **TOTAL CLAIM** | | **$** |
| **Claimed by:**  **Address:** | | |
| **Signature:** | | |