



Expense Report

145 Pacific Avenue
 Winnipeg, MB. R3B 2Z6
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 skate.admin@sportmanitoba.ca

Name: _____

Address: _____

Committee: _____

Purpose of expense: _____

DATE	DESCRIPTION:	TRANSPORTATION/MILEAGE .48/km	LODGING Receipts needed	MEALS \$50.00 per day max.	OTHER	CODE	TOTAL	GST	Net	OPTIONAL (see back page for explanation)
										Check here if you would prefer all or a portion of your expenses donated to : MB Section Development Fund [] OR MB Grassroots Bursary Fund [] I would like to donate a percentage of _____% OR \$ _____ of this Expense claim to the above checked fund.
						TOTAL				Signature _____

1. To receive payment expenses **MUST** be submitted to Skate Canada Manitoba within 30 days of occurrence with receipts. Telephone bills can be submitted within 60 days of occurrence (please submit photocopy of bill with charges highlighted)

Signature _____
 (Your Name)

Date: _____

Receipts must be attached to expense form.

OFFICE USE ONLY

Date: _____

Approved by: _____
 Executive Director

Cheque #: _____
TOTAL: _____

NEW

Skate Canada Manitoba has included a “new” ***optional*** section to the expense form. This area will allow an individual to self select if they would like to “donate” all or a portion of their eligible expenses to either the Skate Canada Manitoba Section Development Fund OR the Skate Canada Manitoba Grassroots Bursary Trust. Individuals can choose a specific dollar amount or a percentage—this amount will be taken off the eligible expenses upon receipt of the signed expense form. Funds will be collected and held by Skate Canada Manitoba starting April 1st of each year until March 31st of the following year. At the end of this period the funds will be eligible for distribution to each of the 2 designated funds as stated above.

Definitions

1. Skate Canada Manitoba Grassroots Bursary Trust— this fund was initiated in 1984 to support the training and development of elite skaters in Manitoba. The Grassroots Bursary Trust will determine the best use of any funds received through this program.
2. Skate Canada Manitoba Development Fund— this fund has been created to assist in the development of Skate Canada Manitoba athletes, coaches, officials & clubs. The Executive Committee will annually request programs/projects from any and all eligible programs, which will then be reviewed and monies will be distributed for use by the successful group(s).

NOTE: Skate Canada Manitoba is NOT a registered charity and as such can not issue tax receipts for any donation made

Skate Canada Manitoba Policy

1. Mileage is paid at the current Skate Canada rate (48 cents per kilometer) Minimum claim is 30 km round trip.
2. Mileage may not exceed the lowest return excursion airfare.
3. All expenses except mileage must be backed by receipts or they will NOT be paid.
4. Travel meals will be paid to a maximum of Breakfast \$10.00, Lunch \$15.00, Dinner \$25.00

The above are **maximum** amounts and only the actual amount **MAY** be claimed and backed up by a valid receipt.

On the day of Departure, if your travel status begins:

- After 8:00 am breakfast should not be claimed
- After 12:00 noon, breakfast and lunch should not be claimed
- After 6:00 pm no meals should be claimed

On the Day of Return, if your travel status terminates:

- Prior to 6:00 am, no meals should be claimed
- Prior to 12:00 noon, breakfast may be claimed
- After 6:00 pm all meals can be claimed.

You may scan receipts and submit receipts and forms by email to skate.admin@sportmanitoba.ca. ALL CLAIMS ARE DUE WITHIN 30 DAYS OF ACTIVITY.