



**MB**

# Expense Report

145 Pacific Avenue  
Winnipeg, MB. R3B 2Z6  
Ph: 204-925-5707  
skate.exec@sportmanitoba.ca

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

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

Committee: \_\_\_\_\_

Purpose of expense: \_\_\_\_\_

DATE	DESCRIPTION:	TRANSPORTATION/MILEAGE 52km	LODGING Receipts needed	MEALS Local (MB) \$60.00 Out of Prov. \$85.00	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 Officials 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.
										Signature
							<b>TOTAL</b>			

1. **To receive payment expenses MUST be submitted to Skate 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: _____

Skate Manitoba has included an **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 Manitoba Officials Development Fund OR the Skate 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.

#### **Definitions**

1. Skate Manitoba Grassroots Bursary Trust— this fund was initiated in 1984 to support the training and development of podium pathway skaters in Manitoba. The Grassroots Bursary Trust will determine the best use of any funds received through this program.
2. Skate Manitoba Officials Development Fund— this fund has been created to assist in the development of Skate Manitoba officials. The money is provided to our Officials Committee to provide programming and opportunities for the development of officials in Manitoba.

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

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#### **Skate Manitoba Policy**

1. Mileage is paid at the current Skate Canada rate (52 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 within Manitoba will be paid to a maximum of Breakfast \$15.00, Lunch \$15.00, Dinner \$30.00
5. Out of Province Travel increases the per diem amount by \$25.00 which can be used for any meal. This can only be used if travelling out of province, or if travelling from another province to Manitoba.

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.exec@sportmanitoba.ca](mailto:skate.exec@sportmanitoba.ca). ALL CLAIMS ARE DUE WITHIN 30 DAYS OF ACTIVITY.**