



Expense Report

145 Pacific Avenue
Winnipeg, MB. R3B 2Z6

Name: _____

Email: _____

Skate Manitoba's preferred method of payment is e-transfer. Please provide an email to which payment will be sent.

Purpose of expense: _____

DATE	DESCRIPTION:	TRANSPORTATION/MILEAGE 64km	LODGING Receipts needed	MEALS Local (MB) \$80.00 Out of Prov. \$105.00	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 the MB Officials Development 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 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 the Skate Manitoba Officials Development Fund. 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 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.

Skate Manitoba Policy

1. Mileage is paid at 64 cents per kilometer.
2. Mileage may not exceed the lowest return excursion airfare.
3. All expenses except mileage and approved meal per diems, 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 \$25.00, Dinner \$40.00. No meals will be reimbursed where meals were provided at the event or at the accommodations.
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 when 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. ALL CLAIMS ARE DUE WITHIN 30 DAYS OF ACTIVITY.