



Saskatchewan Karate Association

510 Cynthia St. Saskatoon, SK S7L 7K7 Phone: (306) 374-7333 E-mail: sk.karate@shaw.ca

*“The ultimate aim of the art of Karate lies in the perfection of the character of its participants.”
- Gichin Funakoshi*

SKA BOARD OF DIRECTORS EXPENSE CLAIM

Date: _____

Name: _____ Phone: _____

Address: _____

Postal Code: _____ Dojo: _____

Please specify activity (e.g. Board / Executive Meeting / Sask Sport Meeting or other):

Activity: _____

Date (s): _____

Location: _____

TRANSPORTATION

- ◆ Vehicles must be shared wherever possible.
- ◆ If claiming fuel expenses, detailed receipts must be provided. Credit/Debit card receipts are not eligible for reimbursement.

Fuel (receipts attached): \$ _____

or

Mileage: _____ km x .50 = \$ _____

Other: _____ \$ _____

Total Transportation: \$ _____

MEALS

- ◆ Detailed receipts must be provided. Credit/Debit card receipts are not eligible for reimbursement.
- ◆ Alcohol and tips are not eligible for reimbursement.

Breakfast (\$20.00 max) \$ _____

Lunch (\$25.00 max) \$ _____

Supper (\$30.00 max) \$ _____

Total Meals \$ _____

ACCOMMODATIONS

- ◆ Accommodation shall be shared wherever possible.
- ◆ Detailed receipts must be provided. Credit/Debit card receipts are not eligible for reimbursement.
- ◆ Allowance for reimbursement of accommodation as specified beforehand by the Board of Directors.

_____ nights X \$ _____ = \$ _____

Total Claim:

Transportation: \$ _____

Meals: \$ _____

Accommodations: \$ _____

Balance due to claimant \$ _____

I certify that these expenses were incurred by myself on the dates previously outlined, and for the activity specified above.

Signature

Date