



# Saskatchewan Karate Association

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*"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

**NOTE:** IF SUBMITTING BY EMAIL PLEASE SEND TO: [connect@saskkarate.ca](mailto:connect@saskkarate.ca)