



EXPENSE CLAIMS

The Saskatchewan Darts Association will cover expenses for SDA members that are required to travel on behalf of the association.

Some examples of eligible travel expenses:

- SDA executive meetings
- Zone directors meetings
- Chaperones for youth dart players

All claims are to be sent on the authorized form (see next page) to the SDA financial director for reimbursement. **Receipts must be attached to claim.** In exceptional circumstances, an advance can be requested.

For claiming mileage, the rate of \$0.25/kilometer will be used. It is expected that members from the same city/town will travel together.



Expense Claim Form

Name: _____ Date: _____

Address: _____

Services rendered: _____

Date(s) required: _____

Location where services rendered: _____

Detailed Expenses			TOTAL
Travel	Mileage =	kms	Rate used: \$
Accommodation (name of hotel)			Nightly rate (with tax): \$
Meals		# of breakfasts	\$
		# of lunches	\$
		# of suppers	\$
Misc.	Taxi		
	Parking		
SDA use only	Cheque #		Processed date:

Original receipts must be attached to expense claim

Submit claims to: Bonnie Lapierre
 SDA Financial Director
 3827 Britannia Place
 Regina SK S4V 2Z6

 Signature