



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 _____		
<i>SDA use only</i>	Cheque # _____	Processed date: _____	

Original receipts must be attached to expense claim

Submit claims to: Bev Roth
 Saskatchewan Darts Association
 Financial Director
 202-1630 Quebec Avenue
 Saskatoon SK S7K 1V7

 Signature