



Expense Report

200 Main Street
 Winnipeg, MB. R3C 4M2
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 Email: lois.k@mbskates.ca

Name: _____

Address: _____

Committee: _____

Purpose of expense: _____

DATE	DESCRIPTION:	TRANSPORTATION/MILEAGE .40/km Minimum claim is 30km	LODGING Receipts needed	MEALS \$45.00 per day max. Receipts needed	OTHER *Provide details on back of form	CODE	TOTAL	GST	NET
TOTAL									

- To receive payment expenses MUST be submitted to Skate Canada Manitoba within 30 days of occurrence with receipts. You also must have your Committee Chairman to sign off on the expense form.**
- Telephone bills can be submitted within 60 days of occurrence (please submit photocopy of bill with charges highlighted)
- Explanation of charges must be outlined on the back of this form
- Please review the allowable expenditure sheet (If you have questions please contact the office)

Signature _____
 (Your Name)

Date: _____

Approved by: _____
 (Committee Chairman Signature)

Date: _____

Receipts must be attached to expense form.

OFFICE USE ONLY

Date: _____

Approved by: _____
 Executive Director

Cheque #: _____
TOTAL: _____