**EXPENSE CLAIM FORM**

**BC Athletics**

Fortius Athlete Development Centre, Suite 2001 B, 3713 Kensington Avenue, Burnaby, BC V5B 0A7  
Ph: (604) 333-3550  Fax: (604) 333-3551  bcathletics@bcathletics.org

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**Note:** To ensure that all claimed expenses are approved, please provide the following:

- All receipts **must** accompany the claim form.
- Indicate **Program/Event** for Expenditure (i.e. Event - BC Summer Games - Transportation)
- Telephone bills **must include** the name of the party and the nature of the business conducted
- Forward form to **Committee Chair responsible for the program** or project for signature. The Committee Chair will forward to BC Athletics for payment.
- **Mileage in kilometres** will be reimbursed at the approved rate of $0.43 per km (km = mile x 1.6)

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<thead>
<tr>
<th>Date of Expenditure</th>
<th>Program or Event</th>
<th>Kilometres (Km x 0.43)</th>
<th>Transportation</th>
<th>Accommodation</th>
<th>Meals $50 / Day</th>
<th>Misc.</th>
<th>GST Paid</th>
<th>Budget Allocation</th>
<th>Amount</th>
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**TOTAL AMOUNT OF CLAIM** $ -

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Paid (Office Use)

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<th>Chq. #:</th>
<th>Budget Allocation</th>
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Cheque Payable To: __________________________

Committee Chair/Staff Approval: ______________________

BC Athletics Pres/CEO Signature: ____________________

Effective September 1, 2013