



# British Columbia Target Sports Association

PO Box 496, Kamloops, B.C. V2C 5L2

## Expense Claim

Claimants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Dates Covered: \_\_\_\_\_

BCTSA Use Only

Cheque # \_\_\_\_\_ Date: \_\_\_\_\_

### Transportation, Accommodation & Miscellaneous Expenses

Travel To: \_\_\_\_\_

From: \_\_\_\_\_

Account \_\_\_\_\_ Amount \_\_\_\_\_

		Description			Amount
Date:	Accommodation				
	Ferry / Air Fare				
	Meals	Br <input type="checkbox"/>	Lu <input type="checkbox"/>	Di <input type="checkbox"/>	
	Receipted Fuel				
	Miscellaneous				
Date:	Accommodation				
	Ferry / Air Fare				
	Meals	Br <input type="checkbox"/>	Lu <input type="checkbox"/>	Di <input type="checkbox"/>	
	Receipted Fuel				
	Miscellaneous				
Date:	Accommodation				
	Ferry / Air Fare				
	Meals	Br <input type="checkbox"/>	Lu <input type="checkbox"/>	Di <input type="checkbox"/>	
	Receipted Fuel				
	Miscellaneous				
Date:	Accommodation				
	Ferry / Air Fare				
	Meals	Br <input type="checkbox"/>	Lu <input type="checkbox"/>	Di <input type="checkbox"/>	
	Receipted Fuel				
	Miscellaneous				

Total \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

- Note: Funding is not provided for ground travel of less than 100 Km round trip
- Note: Receipted Fuel claim shall not exceed cost of available regular economy airfare
- Note: Accommodation must be at 'reasonable' rates
- Note: Coaching Honorariums - Level I - \$40.00 / Level II - \$60.00 / Level III - \$80.00
- Note: Meal Costs - to a maximum of \$45.00 per day - B 10 / L 15 / D 20

**Other Expenses: ( with receipts )**

Reason For Expenses: \_\_\_\_\_

Total Claim

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**Please attach receipts  
in support of each  
expense claim item**

I certify this is a true and correct statement of my claim for BCTSA business on behalf of the BCTSA, or for events which are financially supported by the BCTSA and that I have not received nor claimed compensation from any other Agency for these expenses

Signature \_\_\_\_\_

Date \_\_\_\_\_