



# British Columbia Target Sports Association

C/O M. Johnson - 2420 Spring Road - Campbell River - V9W 5K8

## Team B.C. 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
<b>Date:</b>	Accommodation		
	Ferry		
	Receipted Fuel		
	Miscellaneous		
<b>Date:</b>	Accommodation		
	Ferry		
	Receipted Fuel		
	Miscellaneous		
<b>Date:</b>	Accommodation		
	Ferry		
	Receipted Fuel		
	Miscellaneous		
<b>Date:</b>	Accommodation		
	Ferry		
	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 to a maximum of \$50.00 per night - shared

Note: It is expected that team athletes will share accommodation whenever possible

**Note: Expense forms must be turned in within 30 days of the event to be processed**

**Other Expenses: ( with receipts )**

\_\_\_\_\_

\_\_\_\_\_

**Reason For Expenses:** \_\_\_\_\_ **Total Claim**  

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

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