

JUDO NEW BRUNSWICK

EXPENSE CLAIM

Payable to: _____

Address: _____

Postal Code: _____ Telephone: _____

Event or purpose: _____

Date of expense: _____

Account expenses are to charged to: _____

Personal Vehicle Expenses:

Shortest distance, according to map or distance chart, will be used in calculation. No reimbursement is available for local transit to restaurants, hotels, etc. Do not use this section for rented vehicles.

Origin: _____

Destination: _____ km @ \$0.30/km = \$ _____

Rental Vehicle Expenses: **Gas, oil, maintenance and rental receipts must be attached to this form.**

Total of receipts = \$ _____

List all passengers, indicating with a * those who were invited by Judo NB to participate in the event, under ~~M~~Miscellaneous Expenses+below.

Expenses for meals will be reimbursed for each member of the Board of Directors or Committee members attending a meeting out of town.

____ Breakfasts @ \$10.00 = \$ _____

____ Lunches @ \$12.00 = \$ _____

____ Dinners @ \$18.00 = \$ _____

Miscellaneous Expenses are subject to approval of Treasurer/President/Board of Directors, depending on amount **MUST SUBMIT RECEIPTS**

<u>Description of Expense</u>	<u>Amount \$</u>
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_____	_____
_____	_____
_____	_____
_____	_____

Grand Total: \$ _____

Any method of reimbursement for vehicles other those listed above must be approved in advance by the Treasurer or the President. **No expenses will be paid out unless accompanied by the proper documentation.**

Signature

Date