



# Saskatchewan Karate Association

*"The ultimate aim of the art of Karate lies in the perfection of the character of its participants."  
- Gichin Funakoshi*

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## EXECUTIVE / ZONE REP EXPENSE CLAIM

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

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

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

Postal Code: \_\_\_\_\_ Dojo: \_\_\_\_\_

Please specify activity (eg. Board or Executive Meeting, Sask Sport Meeting or other):

Activity: \_\_\_\_\_

Date (s): \_\_\_\_\_

Location: \_\_\_\_\_

### **TRANSPORTATION** (Vehicles must be shared wherever possible)

Gas (receipts attached): \_\_\_\_\_

or

Mileage: \_\_\_\_\_ km x .45 = \$ \_\_\_\_\_

Other: \_\_\_\_\_

**\*\*Total Transportation\*\*** \_\_\_\_\_

### **Meals** (receipts must be provided for all meals)

Breakfast (\$15.00 max) \_\_\_\_\_

Lunch (\$20.00 max) \_\_\_\_\_

Supper (\$25.00 max) \_\_\_\_\_

**\*\* Total Meals\*\*** \_\_\_\_\_

### **NOTE:**

- Meal reimbursements will not be paid without receipts
- Alcohol expenses will not be reimbursed

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**ACCOMMODATIONS** (Accommodation shall be shared wherever possible)

Allowance for reimbursement of accommodations as specified beforehand by the Board of Directors.

\_\_\_\_\_ nights X \$ \_\_\_\_\_ = \_\_\_\_\_

(Receipts for accommodations must be attached)

**Total Claim:**

Transportation: \_\_\_\_\_

Meals: \_\_\_\_\_

Accommodations: \_\_\_\_\_

Balance due to claimant \$ \_\_\_\_\_

I certify that these expenses were incurred by myself on the dates previously outlined, and for the activity specified above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**For Treasurer's Use Only:**

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

Date of Reimbursement: \_\_\_\_\_ SKA Cheque # \_\_\_\_\_

**Updated: November 2, 2019**