



**1296A Kenmount Road
Paradise, NL, A1L 1N3
swimnl@sportnl.ca**

(709) 576-7946(Ph.)

(709) 576-7493(F)

EXPENDITURE VOUCHER

PAYABLE TO:

Name:
Email:
Address:

BEING FOR: (Please attach all receipts)

Expense	Amount
TOTAL	

Approved for payment and certified that the expenditure(s) was made on behalf of Swimming NL business; goods were received or services rendered; and prices are reasonable or in accordance to the contract. No items included on this expenditure voucher were previously submitted for payment.

Approved by: (Print) _____ DATE: _____

(Sign) _____

Date: _____

Travel Policy

Economy Airfare
 Mileage - SNL will pay for the use of a personal car and the mileage rate will be set in line with the Provincial Government mileage rate as of April 1st in any year, to be in effect for the following fiscal year commencing Sept 1st.
 Meals = \$40.00 per day
 B= \$10.00 L=\$10.00 D= \$20.00
 Hotel - paid with receipts only
 Taxi Fares - airport to hotel
 Car Rentals - prior to executive approval

Distance to St. John's from:

Carbonear = 109 km
 Gander = 331 km
 Grand Falls = 428 km
 Corner Brook = 687 km
 Stephenville = 796 km
 Grand Bank = 359 km
 Marystown = 306 km