

**SASKATCHEWAN ARCHERY ASSOCIATION**

**EXPENSE CLAIM**



<b>Name:</b>	
<b>Address:</b>	
<b>Postal Code:</b>	
<b>Phone:</b>	
<b>E-mail Address:</b>	
<b>Title:</b>	

**Event:** \_\_\_\_\_

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

Date	Explanation	Amount
<b>TOTAL</b>		<b>\$</b>

I hereby certify that I have expended the amounts indicated and the account is correct and just in all respects.

**Claimant Signature:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

Committee Chairman/Committee Director

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

**Approved by:** \_\_\_\_\_

Executive Approval

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

**Expense to:** \_\_\_\_\_

## REIMBURSEMENT FEES

Note: This appendix is applicable to the expenses defined within the Expense Claim Guidelines Policy.

For more information please see Expense Claim Guidelines Policy and Appendix III – Reimbursement Fees on [www.saskarchery.ca](http://www.saskarchery.ca)

### **MILEAGE:**

- Mileage will be paid from your home to the venue round trip. Google Maps is the preferred method to obtain appropriate mileage in kilometers. Home address and venue address to be provided by applicant
- Mileage rate will be \$0.70/km

### **MEALS:**

- \$23 per meal (any meals provided by the event host and/or accommodation are not eligible for reimbursement)
- Maximum of \$69 per day

### **ALTERNATE ACCOMADATIONS:**

- Camping or family/friends accommodations will be paid at \$50 per day.

### **HONORARIUMS**

- Board of Directors:
  - (a) 1 hour meeting - \$25 honorarium paid
  - (b) 2 hour meeting - \$50 honorarium paid
  - (c) 3 hour + meeting and/or Board of Directors Meeting - \$100 honorarium paid
- Coaches/Judges (at the direction of SAA):
  - (a) Half day (4 hours and under) - \$100 honorarium paid
  - (b) Full day (5-8 hours) - \$200 honorarium paid
  - (c) Additional hours (after 8 hours within reason) - \$25 per hour
- Officials/Judges Officiating SAA Board Approved Events
  - (a) Half day (4 hours and under) - \$100 honorarium paid
  - (b) Full day (5-8 hours) - \$200 honorarium paid
  - (c) Additional hours (after 8 hours within reason) - \$25 per hour
- Clinic Facilitators – NCCP Coaching Clinics, Introduction Clinics, Officials Beginner Clinics, Coaching Clinics and Judging Clinics
  - (a) Half day (4 hours and under) - \$100 honorarium paid
  - (b) Full day (5-8 hours) - \$200 honorarium paid
  - (c) Additional hours (after 8 hours within reason) - \$25 per hour
- Board of Directors Participation at SAA Events (By Request Only)
  - (a) Half day (4 hours and under) - \$100 honorarium paid
  - (b) Full day (5-8 hours) - \$200 honorarium paid
  - (c) Additional hours (after 8 hours within reason) - \$25 per hour