

SASKATCHEWAN ARCHERY ASSOCIATION
EXPENSE CLAIM Coaches, Judges & SAA Directors



Name:	
Address:	
Postal Code:	
Phone:	
E-mail Address:	
Title:	

Event: _____

Date: _____

Date	Explanation	Amount
TOTAL		\$

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

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 \$0.55/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 Non-SAA 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