

SASKATCHEWAN ARCHERY ASSOCIATION

EXPENSE CLAIM



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

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 \$0.70/km

MEALS:

- \$23 per meal (breakfast cannot be claimed if available with your accomodation.
- 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

NOTE: Current fees updated April 2024 to be effect April 2024 to March 2025.