

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

<b>Date</b>	<b>Explanation</b>	<b>Amount</b>
<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

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 (breakfast cannot be claimed if available with your accommodation)
- 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.