



APPENDIX 4

Expense Claim Form

NAME OF CLAIMANT: _____ PHONE: _____

ADDRESS: _____

POSTAL CODE: _____

HOLD CHEQUE FOR PICK-UP:

PLEASE MAIL CHEQUE:

RETURN CHEQUE TO ME:

SPECIFICS OF EVENT OR ACTIVITY: (please refer to reverse for AGF Expense Policy)

TYPE OF EVENT: _____ DATE: _____

LOCATION: _____

EXPENSES INCURRED: TRAVEL: AIR/BUS/ (attach receipts) \$ _____

Please List Passengers:

PERSONAL VEHICLE (# of km _____ @ \$ 0.40) \$ _____
 (to be claimed by (# of km _____ @ \$ 0.31) \$ _____
 the driver only) (# of km _____ @ \$ 0.23) \$ _____

CAR RENTAL/TAXI: (attach receipts) \$ _____

ACCOMMODATION: (attach receipts) \$ _____

Session 1 _____

Session 2 _____

Session 3 _____

Session 4 _____

Session 5 _____

Session 6 _____

Session 7 _____

Session 8 _____

MEALS: (Maximum of \$40.00 / day)
 BREAKFAST (s) _____ @ \$9.00 \$ _____
 LUNCH (es) _ @ \$14.00 \$ _____
 DINNER (s) _ @ \$17.00 \$ _____

NOTE: A meal cannot be claimed if the organizer or host provides a meal.

HONORARIUM:
 # of sessions/hours/days _____ @ \$ _____ \$ _____

ADMINISTRATION: TELEPHONE/MAILING/OTHER \$ _____
 (attach receipts)

SUB TOTAL: \$ _____

 Signature of Claimant

Less Donation: \$ _____

Total Payable to Claimant: \$ _____

IF YOU WOULD LIKE TO MAKE A DONATION TO AN AGF PROGRAM PLEASE INDICATE YOUR CHOICE AND AMOUNT:

Men: _____ Women: _____ T&T: _____ Rec: _____ Athlete: _____ Coach: _____ Judge: _____ Amount: _____

OFFICE USE ONLY

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Date: _____

AGF Authorization _____

2320 GST \$ _____

Cheque # _____

EXPENSE CLAIM POLICY

The guidelines contained in this policy apply to expenses that may be incurred by individuals while carrying out duties on behalf of the AGF including meetings, clinics, workshops, judging assignments and the like. This policy does not apply to expenses for events such as major competitions; allowable expenses for major events are considered on a project by project basis in relation to the AGF's annual budget.

GENERAL

1. Expense claims must be submitted within 30 days following the completion date of the activity. Expense claims after this deadline will not be reimbursed.
2. Expenses, which are not substantiated by receipts, will not be reimbursed, (with the exception of meal and personal vehicle allowances).
3. Expenses, which are beyond the stated maximum, will be reimbursed only to the maximum allowable claim.
4. Expense claims for courses, the main Course Conductor must authorize meets, etc. or Head Judge prior to their submission to the office.

ALLOWABLE EXPENSES

1. AirTravel
The Federation usually prepays air Travel. However, the ticket stub should be attached to your expense claim.
2. GroundTransportation

- Car pooling is expected. If you live furtherthan35km from the site of the activity you can claim mileage at the corresponding rate according to the chart on the right. This mileage may also be claimed if you reside further than 35 km from the airport from which you are departing. Any parking expenses will also be paid.
Mileage claims for inter-city driving will be calculated according to the Alberta distance chart. Mileage for travel within a city will not be reimbursed.
- Fares for airport bus or the equivalent of that fare (if you choose to take a taxi) will be paid where this is available. Taxi fares, which exceed the airport bus fare, will only be reimbursed to the value of the equivalent airport bus fare.
- Parking will be paid for residents of the city in which the event is taking place but you are encouraged to seek free parking whenever possible.
- Receipts for ground transportation (except mileage) must be attached.

AGF Mileage Chart		# of people in vehicle including driver		
		1	2	3
# of people driving to the event along the same route	1	\$.40km	N/A	N/A
	2	\$.23 km	\$.40 km	N/A
	3+	\$.23 km	\$.31 km	\$.40km

3. Meals
 - Out-of-town participants are allowed \$40.00 per day. Partial days are broken down as follows: Breakfast.....\$ 9.00 Lunch.....\$ 14.00 Dinner.....\$17.00
 - In town residents may claim lunch or dinner if the activity is in progress before and after the mealtime. Otherwise claims for meals will not be allowed. Breakfast claims from local residents are not allowed.
4. Accommodation
In most instances arrangements will be made for the hotel to bill the Federation forroomchargesonly. You will normally be requested to pay any restaurant, bar, movie, telephone or miscellaneous charges. If you pay your room charges, receipts must be attached to your claim. The Federation's policy is to provide 'double occupancy' accommodation. Anyone requesting 'single occupancy' or wishing to bring their spouse must be prepared to pay any additional costs. In some instances this may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation the AGF will pay for five double rooms; if an individual demands a single room, they will have to pay for it themselves
5. Honorarium
Honorarium for judges may be claimed according to the rates listed in their respective Technical Handbooks. Honorarium for clinicians and course conductors may be claimed according to the Guidelines for Coaching and Judging Courses.
6. Administration
Telephone, postage and shipping expenses may be claimed for approved activities only. Whenever possible, calls should be made during the most economical time period. Letters and parcels should be shipped by the most economical means. Receipts or copies of telephone bills must be submitted with such claims.
7. ExtraordinaryExpenses
Occasionally, AGF representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Executive Director/Chief Executive Officer shall have discretionary authority to allow such expenses to be claimed. Normally, approval for such claims must be requested in advance.