

ALBERTA GYMNASTICS FEDERATION
 #207, 5800 2ND STREET SW
 CALGARY, ALBERTA
 T2H 0H2



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: _____

<p>EXPENSES INCURRED:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Please List Passengers: _____ _____ _____ _____ </div> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Session 1 _____ Session 2 _____ Session 3 _____ Session 4 _____ Session 5 _____ Session 6 _____ Session 7 _____ Session 8 _____ </div>	<p>TRAVEL: AIR/BUS/ (attach receipts) \$ _____</p> <p>PERSONAL VEHICLE (# of km _____ @ \$ 0.40) \$ _____ (to be claimed by (# of km _____ @ \$ 0.31) \$ _____ the driver only) (# of km _____ @ \$ 0.23) \$ _____</p> <p>CAR RENTAL/TAXI: (attach receipts) \$ _____</p> <p>ACCOMMODATION: (attach receipts) \$ _____</p> <p>MEALS: (Maximum of \$40.00 / day)</p> <p style="padding-left: 40px;">BREAKFAST (s) _____ @ \$9.00 \$ _____</p> <p style="padding-left: 40px;">LUNCH (es) _____ @ \$14.00 \$ _____</p> <p style="padding-left: 40px;">DINNER (s) _____ @ \$17.00 \$ _____</p>
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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: _____
			Cheque # _____

AGF Authorization _____

2310 GST \$ _____

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, etc. must be authorized by the AGF Program Coordinator.
5. Expense claims for judging must be authorized by the Head Judge who will submit them to the AGF Program Coordinator for processing.

ALLOWABLE EXPENSES

1. Air Travel
Air Travel is usually prepaid by the Federation. However, the ticket stub should be attached to your expense claim.
2. Ground Transportation
 - If you live further than 35 km 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. Parking will also be paid for individuals driving to the meeting/event. Mileage claims for inter-city driving will be calculated according to the mileage 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.
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 for room charges only. 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. Extraordinary Expenses
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.

NOTE: Car Pooling is expected. AGF reserves the right to decline mileage claims if reasonable efforts are not made to car pool.

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	\$.31 km	\$.40 km	N/A
	3+	\$.23km	\$.31 km	\$.40km