



**SCOUTS CANADA NATIONAL OFFICE
VOLUNTEER EXPENSE CLAIM REPORT**



Name: _____ Date: _____

Committee: _____

Address: _____

Purpose of Trip: _____

Meal Expenses		
Date	Place	Amount
	Total	

Mileage: From _____ to _____ Total kms: _____ x \$.30 = _____

Other Travel Expenses (Hotels, Car Rental, Cabs, Parking):

Other Expenses				
Date	Supplier	Purchase	Charge Code	Amount
Total Claim:				

I certify that these expenses were necessarily incurred on the business of Scouts Canada.

Signature: _____ Approved: _____

Cost Centre: _____

Donations of part or all of your expenses are gratefully accepted. Should you wish to do so, please attach a cheque payable to Scouts Canada. A tax receipt will be issued for the amount of your gift.

Instructions and policies on reverse

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Instructions

1. Attach detailed receipts for all expenses. Credit card or Interac receipts showing only totals are not acceptable. Receipts for meals less than \$10.00 are not mandatory.
2. List participants on the back of the receipt for any meals that includes guests.

Expense Reimbursement Policies

The following must be deducted from your claim:

- All personal expenses
- Cost of alcoholic beverages
- Entertainment expenses
- Travel expenses of your spouse/partner unless he/she is travelling at Scouts Canada's invitation

Acceptable travel expenses:

- Economy class airfare and trainfare
- Meals up to the following limits

- Breakfast - \$8
- Lunch - \$12
- Dinner - \$25

- Cab and bus fares
- Parking

FINANCE USE ONLY

Checked by: _____

Proper approval

Detailed receipts attached for all expenses

Expense reimbursement policies followed

GST total from receipts: _____ x 50%

TRX #:	TRX Date:
Code	Amount
0000-2331	
CHQ #:	CHQ Date: