

EXPENSE CLAIM 2023-24

Date Submitted: _____ Meeting attended: _____

Cheque payable to: _____ Signature: _____

Address/City/PC: _____

Or e-transfer to: _____

MEALS: In province and out of province

DATES:					TOTAL
Breakfast \$20.00					
Lunch \$20.00					
Dinner \$30.00					

TRANSPORTATION:

DATES:					TOTAL	
*Air - Rail - Bus						
Personal vehicle - Km x \$0.5482 OR North of 54 th \$0.5903	km:		km:		km:	
*Taxi						
*Parking						

ACCOMMODATION: (If you are making your own arrangements)

DATES:					TOTAL
*Hotel (\$125 per night or reasonable charges supported by receipts)					
Private Residence (\$35.00 per night)					

***OTHER:**

DATES:					TOTAL

TOTAL: _____

* **RECEIPTS WILL BE REQUIRED** with the exception of claims for automobile travel, parking expenses where no receipts are available or for meal per diems. (2023-24 rates based on SaskCulture)

SCAA USE ONLY

 Authorized signature

 Date paid

 Cheque/etransfer confirmation #