

### EXPENSE CLAIM 2025-26

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 \$0.5724 OR North of 54 <sup>th</sup> \$0.6164	km: <input style="width: 40px;" type="text"/>	km: <input style="width: 40px;" type="text"/>	km: <input style="width: 40px;" type="text"/>	km: <input style="width: 40px;" type="text"/>		
*Taxi						
*Parking						

**ACCOMMODATION:** (If you are making your own arrangements)

DATES:					TOTAL
*Hotel (\$125 per night or reasonable charges supported by receipts)					
Private Residence (\$50.00 per night)					

**\*OTHER:**

DATES:					TOTAL

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

\* **RECEIPTS WILL BE REQUIRED** except for claims for automobile travel, parking expenses where no receipts are available or for meal per diems. (2024-25 rates based on SaskCulture)

**SCAA USE ONLY**

 \_\_\_\_\_  
 Authorized signature

 \_\_\_\_\_  
 Date paid

 \_\_\_\_\_  
 Cheque/e-transfer confirmation #