Please submit form to: the appropriate Sports Commissioner for authorization

This form must be received within 30 days of the expenditure. Note that all Provincial Tournament expenses must be submitted separately through Expense Entry Web (EEW).

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| --- | --- |
| Name:       | Employee #:       |
| School:       | Place of Residence:       |
| Home mailing address *(only for community coaches):*       |
| Activity *(e.g., Boys JV BB):*       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Activity Code(see 2nd page) | Description of Claim | #km | Meals | Hotel |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
|  |  | Totals | 0.00 | 0.00 | 0.00 |
|  |  |  | Total kms x | $0.58 | per km |       |  |
|  |  |  |
|  |  | Total Claim for this page |       |  |

|  |  |
| --- | --- |
| Coding | Amount |
| **1** | **468** | **300** | **000** | school code:  |  |
| **1** | **459** | **300** | **000** | school code:  |  |
| Total |       |
| **CERTIFICATION:** To the best of my knowledge the information and related expense claims are accurate. |
| Claimant signature: | Date: |
| **PRINCIPAL AUTHORIZATION** |
| Principal signature: | Date: |

1. Employee number is essential for RVS employees.
2. Home mailing address: *for community coaches only*
3. Activity: Specific sport or fine arts activity. E.g., JV volleyball, Junior A VB, drama, band concert.
4. Date: the date that the activity took place.
5. Activity code: the nature of the activity, e.g. practice, league game etc.

*L=League Z= Zones P= Practice Pr=Provincials*

1. Total Kms: Add up all the kilometres incurred as per AP 5110 and AP 5110 Appendix A chart.
2. Meals/Hotel: If you have both a meal and a hotel claim, use two lines, one for the meals and the other for the hotel. Remember you must attach receipts for hotel claims.
3. Totals Claim for This Page: Show totals for kilometres and meals/hotels on each page and show total dollar claim.
4. Coding: fill in school code (*school secretary or principal can provide)*
5. Certification: A signature is required, indicating that the information is correct. Date the form before having the principal authorize it.
6. Principal Authorization: The form must be authorized by the principal before it is submitted to the Education Centre.
7. Attach all original documents and submit form to Accounts Payable.
8. Allow at least two weeks for processing.
9. Incomplete/inaccurate forms will be returned to the Supervisor for correction and re-submission.

EXAMPLES

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| 1. An employee who lives in Calgary teaches at George McDougall and travels to Beiseker for a mid-week JV league volleyball game. They take their own vehicle, have a meal in Airdrie and return home from Beiseker.
 |
| Date | Activity Code | Description of Claim | Km. | Meals/Hotel |
| Oct 13/08 | L | Airdrie to Beiseker (42 km) and return (42 km) home from Beiseker plus meal | 84 | $10.00 |
|  |
| 1. An employee who lives and teaches in Airdrie has a scheduled volleyball game in Cochrane at 6:30 pm. on Friday. Before driving to Cochrane, they have a meal at a local restaurant since the game will take place over the dinner hour.
 |
| Date | Activity Code | Description of Claim | Km. | Meals/Hotel |
| Mar 18/08 | L | Airdrie to Cochrane (44 km) to Airdrie (44 km) plus meal | 88 | $10.00 |
|  |
| 1. An employee who lives in Calgary and teaches at Springbank Middle School meets their basketball team at Springbank on Saturday morning prior to driving to Muriel Clayton. The coach is at Muriel Clayton from 9:00 am to 3:00 pm, eating breakfast and lunch at the concession, costing $5.00 and $7.00 respectively. The coach has to return to Springbank to make sure all the players are picked up before returning home.
 |
| Date | Activity Code | Description of Claim | Km. | Meals/Hotel |
| Mar 18, 08 | L | Calgary to Springbank (28 km) to Airdrie (49 km) to Springbank (49 km) to Calgary (28 km) plus two meals | 154 | $12.00 |