

Karate BC Provincial Team Travel Expense Claim

NOTE TO ATHLETES: All information must be completed or form will be returned

Name	Phone
Address	
Event	Date
Athlete's Level: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Form of transportation:	
<input type="checkbox"/> Personal Vehicle ~ Kilometers _____ x . _____ = \$ _____ <div style="text-align: right; margin-left: 150px;">+ Highway Toll \$ _____</div> <div style="text-align: right; margin-left: 150px;">+ Ferry \$ _____ = \$ _____</div>	
Names of accompanying athletes (minimum 4 per vehicle):	
1. _____ 2. _____ 3. _____ 4. _____	
<input type="checkbox"/> Air - Return Fare \$	<input type="checkbox"/> Bus - Return Fare \$
<ul style="list-style-type: none"> ▪ If the trip is six hours or less by bus the athlete will receive bus fare only, or mileage for car travel, if four athletes are traveling together. ▪ Some bus fares decrease considerably if they are purchased two weeks in advance. ▪ Athletes will only be reimbursed for that discounted fare, not the regular fare. ▪ It is the athletes' responsibility to book their fares in advance! ▪ On regular fares Greyhound offers "Companion" rates, where the first person pays full fare and the 2nd person pays half-price. Athletes traveling from the same place must take advantage of these deals. ▪ Due to financial cutbacks, athletes are encouraged to help keep costs down as much as possible. 	

MANAGER/OFFICE USE:

Approved by:	Date:
Cheque #:	Account:
Cheque Date:	Code:
Approved Amount:	Submit to: Team Manager