

EXPENSE REIMBURSEMENT

Name	Signature
Position	Phone (R) (B)
Address	
P/ Code	Event
Dates	Location

TRAVEL ‡* from _____ to _____

Ground Travel: _____ km x .50	\$
(exceeding 50 km one-way)	\$
Local Transportation:	\$
Other:	\$
Total Travel ‡*	\$

ACCOMMODATION ‡*

Metro Vancouver: book through KBC office	
Outside Metro Vancouver: max \$130/night	\$
Other:	\$
	\$
Total Accommodation ‡*	\$

MEALS ‡

# of Breakfasts _____	x	\$10.00	=	\$
# of Lunches _____	x	\$15.00	=	\$
# of Dinners _____	x	\$20.00	=	\$
Other:				\$
Total Meals ‡				\$

HONORARIA* †

PKF/WKF/Chief Official ‡	_____ days x \$200.00 =	\$
National Referee ‡	_____ days x \$150.00 =	\$
Provincial Referee ‡	_____ days x \$100.00 =	\$
RegRef/ProvJudge	_____ days x \$ 50.00 =	\$
Regional Judge	_____ days x \$ 25.00 =	\$
Technical 1 or 2	_____ days x \$ 10.00 =	\$
Other (explain)		\$
Total Honoraria †		\$

SPECIAL EXPENSES*

	=	\$
	=	\$
Total Special Expenses *		\$
TOTAL AMOUNT REQUESTED:		\$

FOR OFFICE USE ONLY

Pre-Approved _____
Board-Approved _____
Account _____
Cheque # _____
Amount \$ _____
Date _____
GST paid \$ _____
Code _____ \$ _____
Code _____ \$ _____
Code _____ \$ _____
Code _____ \$ _____
Code _____ \$ _____
Code _____ \$ _____
Code _____ \$ _____

‡ Officials must be minimum Provincial Referee to be eligible for expense reimbursement.
 † All Officials, regardless of level, must work throughout the event to be eligible for honoraria.
 * Receipts necessary for reimbursement. .