

EXPENSE REIMBURSEMENT

Name	Signature
Position	Phone
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 \$15.00 =	\$
# of Lunches _____	x \$20.00 =	\$
# of Dinners _____	x \$25.00 =	\$
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.