

SPECIAL OLYMPICS ALBERTA ASSOCIATION

Affiliate Travel Reimbursement Application

Effective July, 2010

AFFILIATE NAME: _____

(Expenses will only be reimbursed to the affiliate)

A.

| Date | MILEAGE Details (ONLY IF RENTAL NOT AN OPTION) | Total km | Rate/km | Total |
|---------------|--|----------|---------|-------|
| | | | \$0.44 | |
| | | | \$0.44 | |
| | | | \$0.44 | |
| | | | \$0.44 | |
| TOTALS | | | | |

**Mileage reimbursement may be limited if car pooling and/or car rentals are a more economical option.

B. Accomodation Expenses (Specify)

| Date | Details | Amount | GST | Total \$ |
|---------------|---------|--------|-----|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTALS | | | | |

TOTAL EXPENSES:

A.

B.

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

AMOUNT DUE CLAIMANT

\$

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

In accordance with Special Olympics Alberta Accreditation Standards, all affiliates are required to send one voting delegate to the annual AGM and Fall Conference. If affiliate is in good standing, they will be eligible to apply for assistance to a maximum of \$300.

Effective July, 2010 all affiliates must have one athlete appointed to sit on the local AMC. If this athlete attends the AGM and Fall Conference along with the voting delegate, the affiliate will be eligible for up to \$500 in travel reimbursement costs for the two attending members.

The voting member will be responsible for their own travel arrangements to/from the AGM/Conference (provincial office will offer accommodation options)

To receive the assistance, the affiliate must submit this expense claim along with receipts and/or proof of payment to the provincial office before November 30. **Eligible expenses are limited to travel to/from the AGM/Fall Conference and accommodations only.**

For office use only:

| Account # | Description | Amount |
|-----------|------------------------------|--------|
| | | |
| 5182-4003 | Stakeholder Cons-Aff. Travel | |
| 1550 | GST | |
| | | |