

Alberta Racquetball Association - Travel Expenses

Name		Address				
E-mail		City	Postal Code			
Purpose		Approved by				
Expenses	Dates	Details		Amount		
Transportation		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$
Own car		Mileage @ .52/kms			\$	
Lodging		Location			\$	
		Location			\$	
		Location			\$	
		Location			\$	
Meals		(Not to exceed \$50/day*)			\$	
		(Not to exceed \$50/day*)			\$	
		(Not to exceed \$50/day*)			\$	
		(Not to exceed \$50/day*)			\$	
		(Not to exceed \$50/day*)			\$	
		(Not to exceed \$50/day*)			\$	
		(Not to exceed \$50/day*)			\$	
Registration Fee					\$	
Other		Purpose			\$	
		Purpose			\$	
		Purpose			\$	
Subtotal				\$		
ARA Funding				\$		
Total amount owing to claimant (Lesser of Subtotal or ARA Funding)				\$		
Signature				Date		

*Daily allowance can vary. See the Travel & Expense Reimbursement Policy for more details.

Please attach **original receipts** for all listed expenses, sign the form and send to:

Alberta Racquetball Association #520
 919 Centre St NW Calgary, AB T2E
 2P6

(403) 744-5229