



GOLF SASKATCHEWAN EXPENSE REPORT

Email completed expense report(s) to Brian at blee@golfsk.org

NAME:			
ADDRESS:			
CITY/TOWN:		PROV:	Saskatchewan
POSTAL CODE:		EMAIL:	

VEHICLE TRAVEL EXPENSES:

Rate of = \$0.4535/KM - **updated 2018-10-01** (Rate based on Government of SK rate)

Date:	Event:	KM	Total	Non Tax	GST	Total
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
TOTAL:			\$ -	\$ -	\$ -	\$ -

HOTEL(S) / ACCOMMODATION(S):

RECEIPTS REQUIRED - for the expense forms (either scan or picture must accompany the expense form)

Please fill in GST amount from actual receipt and attach a copy for our records

	Total	Non Tax	GST	Total
	\$ -	\$ -	\$ -	\$ -

MEALS:

IN PROVINCE MEAL EXPENSE

Breakfast	\$12.00
Lunch	\$16.00
Dinner	\$22.00

Please put the number of meals you received below and the program will calculate the amounts, non-tax and GST

Date:	Event:	Breakfast	Lunch	Dinner	Total	Non Tax	GST	Total
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
TOTAL:					\$ -	\$ -	\$ -	\$ -

OUT OF PROVINCE MEAL EXPENSE

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

Please put the number of meals you received below and the program will calculate the amounts, non-tax and GST

Date:	Event:	Breakfst	Lunch	Dinner	Total	Non Tax	GST	Total
					\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
TOTAL:					\$ -	\$ -	\$ -	\$ -

OTHER EXPENSES

RECEIPTS & EVENT/JOB REQUIRED - for the expense form to be approved.

Please fill in GST amount from actual receipt. The spreadsheet will calculate the proper totals.

	Total	Non Tax	GST	Total
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
TOTAL:				\$ -

Signature:

Date:

Date Received By Office

TOTAL EXPENSES:	
Non Tax	\$ -
GST	\$ -
TOTAL	\$ -

Golf Saskatchewan strives to have a turn-around time of two weeks from the time we receive the expense form to when you receive your reimbursement cheque(s). Times may vary in the busy months. Thank you for volunteering your time with us.