

Expense Claim Information Table

Deadline for Expense Claims
November 15th (for the year of the grant) to your Association's Executive.

Travel	<ul style="list-style-type: none"> • Ground travel calculated @ 50cents per KM for trips greater than 50KM one way. • When traveling by air submit itinerary and original boarding passes. • When claiming Airfare – Please submit original itinerary and boarding pass with baggage claim ticket for each event traveled.
Notes	<ul style="list-style-type: none"> • Original receipts to be submitted to the applicants Association. • Claimant should retain copy for his/her records. • The AFSS may request proof of expenditures at some point in the future..
Claims	<ul style="list-style-type: none"> • Use the proper expense claim sheets that were provided with the grant document. • If you do not have the proper claim sheets, download them from the AFSS website. Each grant has the claim sheets as a part of the document. • If you are not sure of an expense, contact your Association or the AFSS office. • Fill out the claim sheets accurately. Improperly filled out sheets will not be accepted for processing.

Expense Reporting for Athletes

Event Expenses	
Match Fees Original Receipts required or a letter to confirm attendance from the Match Director	Athletes claiming match fees must provide proof of attendance of any sanctioned/ registered match, submitting the original receipt from the match organizer.
Ammunition and Targets Original Receipts required	<ul style="list-style-type: none"> • Ammunition and CO2 and pellets expense is paid to athletes with legitimate original receipts. • Targets used during practices are allowable expenditures. All original receipts must be clearly identified.
Equipment and Equipment Maintenance Original Receipts required	<ul style="list-style-type: none"> • Shooting equipment including personal telescopes, timers/stop watches, scoring gauges, shooting glasses, specialized ear protection, shooting apparel. • General maintenance of equipment.

Expense Reporting for Athletes

Transportation and Travel Expenses

ALL reward programs (points earned from purchasing merchandise) are excluded from reimbursement but will pay applicable taxes when original receipts are submitted.

<p>Ground Travel</p> <p>Mileage Log required</p>	<p>Paid to athletes traveling to and from the practice site when traveling more than 50 km from city/town of departure</p>
<p>Airline Tickets - applies to National Competition Only</p> <p>Original Proof of Payment stating cost, Boarding Pass required</p>	<p>Travel assistance to athletes using airlines requires submission of the original receipt bearing amount paid and boarding pass.</p>
<p>Car Rental - applies to National Competition Only</p> <p>Original receipts required</p>	<p>Athletes renting a car may claim it as an expense, excluding fill ups and collision waiver insurance.</p>
<p>Parking - applies to National Competition Only</p> <p>Original receipts required</p>	<p>Includes parking on the day of the event. Airport parking excluded.</p>
<p>Meals - applies to Provincial/National Competition Only.</p> <p>Based on \$35.00 per day, excludes gratuity and liquor</p> <p>Does not require original receipts</p>	<ul style="list-style-type: none"> • Athletes claiming meals will be paid a per diem of Breakfast \$9.00, Lunch \$9.00 and Supper \$18.00 excluding gratuity and liquor. • Athletes traveling from home for association business shall not be entitled to make an expense claim for breakfast on the same day. • Athletes returning home prior to 1:15 p.m. shall not be entitled to make an expense claim for lunch. • Athletes returning home prior to 6:30 p.m. shall not be entitled to make an expense claim for supper. • Per diems will be paid one day prior to the event and one day after.
<p>Accommodations - applies to Provincial/National Competition Only.</p> <p>Original receipts required</p>	<ul style="list-style-type: none"> • Athletes using accommodations must submit original receipts with their expense claim. • Athletes electing to have single hotel occupancy, or other non-family persons who are not on authorized business, then only one half of the hotel expense may be reimbursed, excluding movie or video game rentals, internet hook ups, and room service. • Long distance calls will be reimbursed to a maximum of \$10.00. When using a cell phone original cell logs must be submitted clearly identifying the applicable transaction.