|  |  |
| --- | --- |
|  | **Travel Expense Form** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PURPOSE of Travel: | | |  | | Board Meeting: | | | |  | | | | | | |
|  | | |  | | AGM: Specify Club | | | |  | | | | | | |
|  | | |  | | SAGM: Specify Club | | | |  | | | | | | |
|  | | |  | | Committee Meeting: (specify) | | | |  | | | | | | |
|  | | |  | | Youth: (refer to guidelines) | | | |  | | | | | | |
|  | | |  | | Other Travel: (specify) | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | |
| PAYEE Name: |  | |  | | | | | | | | | | | | |
| Address: |  | |  | | | | | | | | | | | | |
| City: |  | |  | | | | | Postal Code: | | | | |  | | |
| Phone Number: |  | |  | | | | | Email: | | | | |  | | |
|  | | | | | | | | | | | | | | | |
| DETAILS: | |  | |  | |  | | | | | |  | | | AMOUNT |
| Km Travelled: | |  | | | | | | |  | | X $ .50 | | | | $ |
| Ferry: | |  | | | | | | |  | |  | | | | $ |
| Ferry: | |  | | | | | | |  | |  | | | | $ |
| Meals: | |  | | | | | | |  | |  | | | | $ |
| Meals: | |  | | | | | | |  | |  | | | | $ |
| Other: (specify) | |  | | | | | | |  | |  | | | | $ |
|  | |  | | | | | | |  | |  | | | | $ |
|  | |  | | | | | | |  | |  | | | | $ |
|  | |  | |  | | | TOTAL PAYMENT | | | | | | | | $ |
|  | |  | |  | | |  | | |  | | | |  | |
| FOR OFFICE USE: | |  | | | | |  | | |  | | | |  | |
| Date Approved: | |  | | | | |  | | |  | | | |  | |
| Approved By: | |  | | | | |  | | |  | | | |  | |
| Signed: | |  | | | | |  | | |  | | | |  | |
|  | |  | | | | |  | | |  | | | |  | |
| Cheque #: | |  | | | | |  | | | Program #: | | | |  | |
| Cheque Date: | |  | | | | |  | | | Account #: | | | |  | |

Submit to: Bowls BC, c/o 293 West Kings Road, North Vancouver, BC V7N 2M1