

2011-2012 Reimbursement Claim Form for SHDA Full Members

Name of Dancer: _____

Competition(s)/Workshops Attended: _____

Date(s) of Trip(s): _____

Transportation: Receipt # _____

Date _____

Airfare:	Description	Amount	Sub-Total	Total

Airfare Sub-Total: \$0.00 \$0.00

Other:	Description [e.g., fuel, bus fare]	Amount	Sub-Total	Total

Other Sub-Total: \$0.00

Fuel:	Description	Amount	Sub-Total	Total

Fuel Sub-Total: \$0.00

Transportation Total: \$0.00 A

Accommodation: Dancer's Share

Dates	Hotel Name & Location	Amount	Sub-Total	Total

Accommodation Sub-Total: \$0.00 \$0.00

B

Registration:

Date	Competition or Workshop	Amount	Sub-Total

Reg. Total: \$0.00 \$0.00

C

Meals:

Date	Description	Amount	Sub-Total	Total

Meal Total: \$0.00 \$0.00

D

Outfits/Shoes:

Date	Description	Amount	Sub-Total	Total

Outfits & Shoes Total: E

TOTAL EXPENSES: A+B+C+D+E \$ _____

CLAIM: Maximum: \$500 per dancer
 Enter lower of actual expenses or Maximum allowed: \$00.00

SHDA Use: Date of Reimbursement: _____ Cheque #: _____

Instructions For Completing the 2011 SHDA Reimbursement Form

SHDA Full Members in good standing* may use this form to claim expenses related to Highland Dancing for:

- **Competition or workshop registration fees**
- **Out-of-town competition or workshop travel, along with the dancer's share of accommodation and meals**
- **Outfits or shoes worn for Highland dancing [does not include dance class clothing]**
- **Expenses incurred from October 1st, 2011 to September 30th, 2012**

Maximum per full member dancer for 2011-2012 is \$500 or actual expenses, whichever is lowest.

For families with more than one dancer, please use a separate form for each.

Attach originals or copies of receipts for all claimed items. Please number your receipts sequentially, and enter this number in the last column. This will assist the Treasurer in verifying the expense claim.

If you prefer, you can attach a credit card monthly statement with the relevant expenses highlighted and numbered. Please black out your account number.

Transportation: **Section A**

For travel by personal vehicle, you may claim total cost of fuel and expenses such as parking fees, road tolls or ferry fees

For other modes of transportation [air, bus, train], claim the dancer's fare.

Use the *Other* section for eligible items other than airfare or vehicle fuel.

Accommodation: **Section B**

For hotel rooms, claim the dancer's portion of the cost only. For example, if dancer shares the room with two parents, the dancer's share would be 1/3 of the total cost.

Registration Fees: **Section C**

Claim the dancer's registration fees [entry fees plus competition surcharges] for competitions and workshops. Do not claim non-dancer admission charges or program purchases.

Meals: **Section D**

Claim dancer's portion of meals.

Outfits and Shoes: **Section E**

Claim dancer's Highland dance outfits and/or shoes worn for competition or performances.

Submit the completed form to Terri Grocock, 9 Lindsey Dr., Saskatoon S7H 3L9

***In good standing:** means a full member who has fulfilled all his/her membership obligations, as appropriate for the time of year [e.g., paid current membership fee, volunteered for requisite Scottish Pavilion hours OR provided post-dated assurance cheque]