

2009 Travel Bursary Claim Form for SHDA Fund-Raising Members

Name(s) of Dancer(s): _____

Competition(s) Attended: _____

Date(s) of Trip: _____

Transportation: _____ Receipt # _____

Date	Description	Amount	Sub-Total	Total

Airfare Sub-Total: \$0.00

Other:	Description	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	Sub-Total	Total
Dates	Hotel Name & Location	Share		

Accommodation Sub-Total: \$0.00 \$0.00 **B**

Registration:		Sub-Total	Total
Competition	Dancer	Amount	

Reg. Total: \$0.00 \$0.00 **C**

Meals:		Sub-Total	Total
Date	Description	Amount	

Meal Total: \$0.00 \$0.00 **D**

TOTAL EXPENSES: A+B+C+D \$0.00

CLAIM: Maximum: \$400 per dancer
Enter lower of actual expenses or Maximum allowed: \$ _____

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

Instructions For Completing the 2009 Competition Travel Bursary Form

For Competition Travel from July 1st to September 30, 2009, for SHDA Fund-Raising Members

Maximum per dancer for 2009 is \$400 or actual expenses, whichever is lowest. Expenses for all dancers in a family should be included on one form.

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]. Do not claim non-dancer admission charges.

Meals: Section D

Claim dancer's portion of meals.

If you are using the Excel version of the form, sub-totals and totals will be automatically calculated as you enter amounts. If you need to add rows, add them in the middle of a section so that the formula will be automatically expanded to include the additional rows. *[It's still a great idea to double-check the totals!]*

If you are using the PDF version of the form, you will need to manually calculate sub-totals and totals.

<p>Submit the completed form to Ronda Bolton, 150 Delayer Crescent, Saskatoon S7N 2V6</p>
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