COACHES ASSOCIATION of Saskatchewan

EXPENSE FORM

Rates Effective: October 1, 2026

EXPENSES INCURRED WHILE ATTENDING

Event: _____

Location: _____

Date(s): _____

SUBMITTED BY

Name: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Date Submitted: _____

Signature: _____

I hereby certify the expenses detailed in this form were incurred on Sask Sport business

FOR OFFICE USE ONLY

Initials: _____

Invoice batch #: _____

Payment batch #: _____

Cheque #: _____ or Paid by EFT: _____

Date downloaded from Beanworks: _____

Acct # _____ Amount: _____

Acct # _____ Amount: _____

Acct # _____ Amount: _____

Vendor #: _____

TRAVEL COSTS

_____ kms at 60 cents/km = $ 0.00

ACCOMMODATION COSTS (attach receipts)

_____ night(s) $_____ per night = $ 0.00

MEALS (in province)

_____ Breakfast - $16 = $ 0.00
(If departure is earlier than 8 a.m.)

_____ Lunch - $23 = $ 0.00
(If departure is earlier than 12 p.m.)

_____ Dinner - $31 = $ 0.00
(If return is later than 6 p.m.)

Daily per diem maximum = $70

MEALS (out of province)

_____ Breakfast - $20 = $ 0.00

_____ Lunch - $25 = $ 0.00

_____ Dinner - $35 = $ 0.00

Daily per diem maximum = $80

OTHER EXPENSES (attach receipts)

_____ = $ _____

_____ = $ _____

GRAND TOTAL EXPENSE CLAIM = $ 0.00