



Travel Expense Form



Name _____ Date _____

Address _____

Phone _____ Email _____

Mileage

Date	EVENT	Kms

TOTAL KMS _____ X (RATE) _____ TOTAL _____

Additional charges requiring reimbursement such as meals, taxi, misc. etc. please submit vendors receipt, cheque or invoice which details items purchased and amount of taxes (not the credit card slip unless all the above information is noted on slip).

Please Note:

- Golf Manitoba will pay .15¢ per kilometer for travel to all meetings, including board, annual, committee etc. including rules seminars
- Golf Manitoba will pay .25¢ per kilometer for all other travel, including tournaments and course rating
- Once accumulated mileage for a volunteer exceeds 2,000 kilometers in a fiscal year, he/she will be reimbursed at a rate of .35¢ per kilometer on the mileage in excess of 2,000 kilometers