



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 .40¢ per kilometer for travel to all meetings, including board, district, council, annual, committee etc *subject to the approval of the Executive Director*
- Golf Manitoba will pay .40¢ per kilometer for all other travel, including tournaments and course rating
- Golf Manitoba's fiscal year runs from April 1 to March 31. *Volunteers are to submit any mileage claims before the fiscal year end.*