



Shooting Federation

of Canada

c/o House of Sport
2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

Tel: 613-727-7483

Email: admin@sfc-ftp.ca

Name: _____
 Address: _____

 Event: _____ Location: _____
 Date: _____ SFC Member No : _____
 Email Address (required for e-transfers) _____
 Preapproved by _____

Claims must be submitted to the SFC Office no later than thirty days after the final day of the event. Original receipts for all expenses other than meals must be attached, otherwise no reimbursement will be made. SFC does not reimburse for expenses also funded by other organizations. By signing this form you declare you are not obtaining funding for these items from another source

Please see attached guide for explanation of reimbursements

Economy Airfare

Attach receipt \$ _____

Ground Travel

Personal vehicle _____ KM X \$0.61 \$ _____

Shared Car Rental (receipts required) \$ _____

Taxi (receipts required) \$ _____

Other/Gas (receipts required) \$ _____

Hotel

Attach original receipts
Daily Rate _____ X _____ No. of Days \$ _____

Daily Meal Allowance

Date	Breakfast	Lunch	Supper	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total - Meals
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				\$ _____

Other travel related (please specify)

luggage \$ _____

parking \$ _____

"Friends and Family" \$ _____

Daily Honorarium \$ _____

Other \$ _____

Total Claim \$ _____

Less Advance \$ _____

Total Refund \$ _____

If you wish to receive less than the Total Refund value, please enter amount \$ _____

I wish to receive my reimbursement by way of: Cheque e-transfer

Signature of Applicant _____

Date _____

APPROVED TRAVEL EXPENSE CLAIM FORM

SHOOTING FEDERATION OF CANADA

TRAVEL EXPENSE CLAIM GUIDE

Below is a quick explanation of how to fill out the attached expense claim form.

Please fill out the top of the expense claim form complete with dates, event you volunteered at and where the event took place. Include your SFC Number.

Email address: required to have the funds transferred to you electronically.

Preapproved by: This is important and if left blank could delay your reimbursement. This should be the name of the Match director of the event. (for High Performance Team Trials please put name of VPHP).

Economy Airfare:

- Airfare should be economy and the lowest rates available.
 - Seat assignment will be reimbursed up to \$50 each way.
 - If purchased on reward points – only the amount of cash outpotted by the traveler will be reimbursed (as opposed to the lowest economy flight price).
 - MD, VPHP, HP Coordinator or SFC financial officer must approve price before purchase.

Ground Travel:

- When travel by private car is approved, reimbursed for personal vehicle at 0.61 cents per kilometer **for more than 60 cumulative kms during the event** will be paid. The total mileage reimbursement will not exceed the cost of economy airfare.
- Rental cars (**receipt required**) only if shared among other participants in the event. Lowest economy rental only.
 - If purchased on reward points – only the amount of cash outpotted by the traveler will be reimbursed (as opposed to the lowest economy rental price.)
 - MD, VPHP, HP Coordinator or SFC financial officer must approve price before purchase.
- Taxi (**receipt required**)
- Gas receipts for rental cars only (You cannot claim mileage and gas for personal vehicles) (**receipts required**).

Hotel: (receipts required) based on double occupancy. If you choose to have your own room you will only be reimbursed HALF the daily rate.

Daily Meal Allowance: (ABSOLUTELY NO ALCOHOL WILL BE REIMBURSED)

- For events in North America the daily food allowance is \$100/day and **RECEIPTS ARE REQUIRED:**
 - Breakfast: up to \$20/day (If your hotel offers a free hot breakfast, you cannot claim this amount).
 - Lunch: up to \$30/day (If the event provides lunch you cannot claim this amount).
 - Supper: up to \$50/day (If an SFC representative pays for your supper you cannot claim this amount).
- For events **outside** of North America the daily food allowance is \$125/day and **RECEIPTS ARE NOT REQUIRED:**
 - Breakfast: up to \$25/day (If your hotel offers a free hot breakfast, you cannot claim this amount).
 - Lunch: up to \$35/day (If the event provides lunch you cannot claim this amount).
 - Supper: up to \$65/day (If the SFC pays for your supper you cannot claim this amount).

Luggage (receipts required): The SFC will reimburse for one checked bag each way. If your flight already includes a bag, the SFC will NOT reimburse for another piece of luggage.

Parking (receipts required): Parking for your vehicle will only be reimbursed if it is less than the cost of a Taxi to the airport.

Friends and Family: The amount of \$25/day will be reimbursed to an individual who is staying at a friend's or family's home during an event but working in an official capacity. This does not include if you are staying in your own home. No receipts are required.

Daily Honorarium: A daily honorarium of \$25/day for ISSF Officials (up to 5 per event at the discretion of the Match Director) and \$15/day for volunteers will be paid when attending an event.