



CODE: 6090 (for Office Use only)

# RINGETTE ONTARIO

305 Milner Ave, Suite 912, Scarborough, ON M1B 3V4 [www.ringetteontario.com](http://www.ringetteontario.com)

## COACHING CLINIC EXPENSE CLAIM

NAME:	EMAIL:
ADDRESS:	TEL:
CITY	POSTAL CODE

DATE OF CLAIM: \_\_\_\_\_

CLINIC: 6050 CSI/CI LF Training \_\_\_\_\_

6095 Clinics MED \_\_\_\_\_

6096 Evaluators Certification \_\_\_\_\_

### EXPENSES:

MILEAGE: \_\_\_\_\_ KM (RETURN) at \$0.40/km \$ \_\_\_\_\_

### TRAVEL:

AIR \$ \_\_\_\_\_

RAIL/BUS \$ \_\_\_\_\_

TAXI/UBER/LIMO \$ \_\_\_\_\_

PARKING \$ \_\_\_\_\_

ACCOMMODATIONS: \$ \_\_\_\_\_

MEALS: \_\_\_\_\_ BREAKFAST @ \$10.00

\_\_\_\_\_ LUNCH @ \$15.00

\_\_\_\_\_ DINNER @ \$25.00

TOTAL MEALS \$ \_\_\_\_\_

TOTAL EXPENSE CLAIM: \$ \_\_\_\_\_

CLAIMANT'S SIGNATURE: \_\_\_\_\_

EXECUTIVE DIRECTOR APPROVAL: \_\_\_\_\_

**NOTE:** Must have receipts in order to claim these expenses, please attach receipts to expense claim.

*All expenses must be submitted within 30 days upon completion of the project or meeting.*

# GENERAL FINANCIAL INFORMATION

## **Submission of Expenses**

Expense Forms are to be completed separately for all meetings, clinics, or administrative costs. Expense Forms are to be sent to the office for approval via email to the Executive Director at [executivedirector@ringetteontario.com](mailto:executivedirector@ringetteontario.com)

All expenses must be submitted within thirty (30) days of incurring them, or they will not be eligible for reimbursement. (Exception: telephone bills may be submitted within sixty (60) days of the actual billing date).

## **Payment of Expenses**

Payment of expenses is done fifteen (15) days after RO approval of the expense. Where a receipt is necessary and not attached, this amount will be deducted from the claim. Outstanding accounts receivable with RO will be deducted from claims received by the delinquent person.

## **Policies Re: Meals**

Breakfast - on approved RO business prior to 8:30 a.m.

Lunch - on approved RO business between 11:00 a.m. to 2:00 pm.

Dinner - on approved RO business after 5:30 p.m.

## **Policies Re: Accommodations**

- Accommodations required for RO business shall be reimbursed by RO.
- All rooms will be double occupancy - two to a room, unless number and/or gender attending dictates a single room. Those people specifically requesting a single room shall be responsible for half the room cost.
- Requests for single occupancy based on medical reasons will be considered on an individual basis. If granted these requests are not responsible for half room costs.
- Any items such as telephone calls, room service, etc. should be paid for by the individual before checking out of the hotel. If not, these expenses will be deducted from the individual's Expense Claim.
- If you find it necessary to cancel, please let the office know by the specified time given when you are informed of the meeting. If cancellation is made in the required time your room will be cancelled – no charge. Your region or you, personally, will be charged for last minute cancellations.

## **Policies Re: Airfare**

- RO will reimburse for airfare as long as it has been approved prior to booking