



CODE:

(For office use only)

RINGETTE ONTARIO

305 Milner Ave, Suite 912, Scarborough, ON M1B 3V4 www.ringetteontario.com

COACHING EXPENSE CLAIM

NAME:	EMAIL:
ADDRESS:	TEL:
CITY	POSTAL CODE

DATE OF CLAIM: _____

CODES:

6097 CI-Education _____ 6209 Outreach _____

6098 Coaches Summit _____ 6099 Junior-Coach _____

6102 Monthly Seminars _____ 6045 CI-Evaluation _____

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 \$ _____

EVALUATION FEE: \$ _____

TOTAL EXPENSE CLAIM: \$ _____

CLAIMANT'S SIGNATURE: _____

OFFICE STAFF 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

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