



# DISTRICT DEPUTY EXPENSE FORM

## ALBERTA ELKS ASSOCIATION



Name: \_\_\_\_\_ Date: \_\_\_\_\_

District No. \_\_\_\_\_

E-Transfer to \_\_\_\_\_

Cheque to be sent to following address: \_\_\_\_\_

\_\_\_\_\_ P.C. \_\_\_\_\_

Please  one of the following:

Official Visit to \_\_\_\_\_ Lodge No. \_\_\_\_\_ Date of visit: \_\_\_\_\_  
*(District Deputy Report to be attached)*

District Meeting *(Copy of minutes to be attached)*  Provincial Conference

Other (please specify) \_\_\_\_\_

**Please note that if you have not included the required reports as indicated above expenses will be held for payment until such time as these reports are received within the thirty (30) day time limit.**

Transportation:                      Kms. X <b>\$0.45/km</b>	\$		
Hotel	\$		
Breakfast (up to \$15 if not included at hotel; departure for travel is 7:00 am or earlier)	\$		
Lunch (up to \$15 – departure is 12:00 pm or earlier OR arrival home is 1:00 pm or later)	\$		
Dinner (up to \$45 – departure is 6:00 pm or earlier OR arrival time is 7:00 pm or later)	\$		
	\$		
Note: Receipts for meals MUST be submitted and cover only the cost of food and non-alcohol beverages. Meals provided by the host (hotel, lodges, etc.) are not claimable.	\$		
<b>TOTAL</b>	\$		

Report received with expenses (if applicable)    Yes \_\_\_\_\_ No \_\_\_\_\_

Payment Made via Cheque No. \_\_\_\_\_ E-Transfer \_\_\_\_\_

(Revised February 1, 2023)