



# DISTRICT DEPUTY EXPENSE FORM

## ALBERTA ELKS ASSOCIATION

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

District No. \_\_\_\_\_ E-Transfer to: \_\_\_\_\_

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

Please  one of the following:

Official visit to \_\_\_\_\_ Lodge No. \_\_\_\_\_ Date of visit: \_\_\_\_\_

Official visit to \_\_\_\_\_ Lodge No. \_\_\_\_\_ Date of visit: \_\_\_\_\_

Official visit to \_\_\_\_\_ Lodge No. \_\_\_\_\_ Date of visit: \_\_\_\_\_

District Meeting Date of visit: \_\_\_\_\_  Provincial Conference

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

**\*District Deputy Reports & District Meeting Reports are to be submitted with expense form within 30 days of visit. Expenses will not be paid until such time as the report(s) is received.**

Transportation:	Kms. X \$0.45/km	\$
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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)		\$
	<b>TOTAL</b>	\$

**\*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.**

*For office use only*

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

Payment made via cheque no. \_\_\_\_\_ E-Transfer  Date \_\_\_\_\_

(revised Dec 2025)