



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	\$ _____
Transportation: _____ Kms. X \$0.45/km	\$ _____
Transportation: _____ Kms. X \$0.45/km	\$ _____
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)	\$ _____
TOTAL	\$ _____

***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)