

**Travel Expense Claim Form Technical Official**

Athletics Ontario
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2023

Please Print
Clearly

Name of traveler: _____ Telephone: _____

Home address: _____

City / Town: _____ Postal Code: _____

email address (for direct deposit): _____

Name of event (and location): _____

Travel dates (M/D/Y) departure: _____ return: _____

Expense(s):

1. Automobile * _____ km @ 0.45/km 1 Sub-total: \$ _____
(add .05 per km, for each additional passenger)

Other expense(s) (details)

2. _____	2. \$ _____
3. _____	3. \$ _____
4. _____	4. \$ _____
5. _____	5. \$ _____

Parking Receipts are required

Sub-total: \$ _____
[2 to 5]

- * The AO Travel Policy can be found online at the Athletics Ontario website.
- * If carpooling with other Officials, please provide their names below
- * Mileage will be verified using Google Maps based on the shortest non-toll route at time of travel. Exceptions must be requested/approved ahead of time.
- * If additional mileage was required, please indicate below

TOTAL: \$ _____

Travel Information/Comments (Please indicate if your travel is related to Mentorship / Upgrading):

I hereby certify that the above Expense Claim was incurred while representing Athletics Ontario.

Meet Director or Officials Coordinator_____
Claimant Signature_____
Date

Note: Claim Forms must be submitted to the Officials Council Treasurer per email at top of form within 30 calendar days from the meet. Expense claims received after this period will no longer be processed.