



Canada Games Council Expense Claim Form
 Major Technical Officials and Medical Personnel
CLAIMS MUST REACH THE TRAVEL SUPPLIER'S
OFFICES NO LATER THAN 14 DAYS POST-GAMES

| | |
|-----------------------|--|
| Name: | |
| Sport: | |
| Address: | |
| Province: | |
| Postal Code: | |
| Email Address: | |
| Phone Number: | |

*** Please check boxes or provide amounts where applicable***

MEALS

| Type | Breakfast | Lunch | Supper |
|------------------|--------------|---------------|---------------|
| Applicable Hours | 5:00 – 10:00 | 10:00 – 16:00 | 16:00 – 21:00 |
| Maximum Cost | \$10 | \$12 | \$28 |
| Arrival Day | | | |
| Departure Day | | | |

For those who have driven in, only a maximum of 1 travel day (each way) is eligible for per diem reimbursement.

ACCOMMODATIONS

| | |
|---------------|-------------|
| Maximum Cost | \$150/night |
| Arrival Day | |
| Departure Day | |

Please note that reimbursement for accommodations apply for airline flight delays or cancellations only. Proof of flight change may be requested (new boarding pass).

GROUND TRANSPORTATION

| | | |
|-----------|--------|------------------|
| Hometown | | (please specify) |
| Province | | (please specify) |
| Rate / KM | \$0.44 | |
| Total KM | | |
| Toll | | |
| Ferry | | |

A maximum of the equivalent cost of an economy airline ticket will be reimbursed.
 Only 1 vehicle per home address will be reimbursed.
 Please note that the mileage will be verified by MapQuest.
 Should there be any deviations between your claim and MapQuest's findings, MapQuest's results will be applied.

OTHER EXPENSES

| Type | Taxi Fare | Bus Fare | Parking |
|--------------|-----------|----------|---------|
| Arrival Day | | | |
| Departue Day | | | |

Taxi and bus fare in the Games Host City will not be reimbursed.
 Only parking expenses covering the necessary time away for the Games is eligible for reimbursement.

* The claim form will only be processed if accompanied by receipts.
 *Only claims received by the 14 day deadline will be processed for reimbursement.

| |
|--|
| Send completed claim form and receipts to: |
| MKI Travel 2121 Carling Avenue, Suite 202 Ottawa, Ontario K2A 3K6 |

For inquiries, please contact Yvonne Bierman, Operations Manager for MKI Travel.
 By Email: ybierman@mkitravel.com
 By Phone: (613) 244-1234 ext. 3344