



CANADIAN PONY CLUB

NATIONAL TRAVEL

EXPENSE REPORT

Loyalty

Character

Sportsmanship

TRAVEL EXPENSE REPORT

NAME: _____ POSITION: _____ DATE: _____

TRAVEL PURPOSE/EVENT NAME: _____

EVENT START DATE: _____ EVENT END DATE: _____

TRAVEL BY CAR - mileage over 50 km to the airport (one way) may also be claimed here					
From:		To:		# KMs	
From:		To:		# KMs	
			Total Kilometers driven		km.
			Mileage @ \$0.50 / km =		\$
TRAVEL BY AIR					
From:		To:		Airfare:	\$
<i>Expense reports for air fare have to be accompanied by a receipt, specifying the basic fare. Note that the CPC does not reimburse for addons such as chair selection, seat upgrades or additional suitcases. The CPC expects volunteers to book their air travel through the CPC travel agent.</i>					
PER DIEMS					
Start Date:		End date:		# Days:	
			Per diem @ \$50.00 / day=		\$
OTHER EXPENSES - will all have to be accompanied by receipts (e.g. parking, taxi, room etc.) Please note that expenses such as car rentals and international phone plans need preapproval. <i>For more info consult the CPC Finance policy available on the CPC website.</i>					
Expense type:				Total:	\$
Expense type:				Total:	\$
Expense type:				Total:	\$
Total other expenses:					\$
Total expenses (sum of all above):					\$

For Office use only:

Approved by _____ Signed _____ Date _____