





## Extra Curricular Out-of-Pocket Expense Claim Form

1. Employee number is essential for RVS employees.
2. School is your home school/location.
3. Place of residence: town or city, e.g. Calgary, Cochrane, Airdrie
4. Home mailing address: *for community coaches only*
5. Activity: Specific sport or fine arts activity. E.g., JV volleyball, Junior A VB, drama, band concert.
6. Date: the date that the activity took place.
7. Activity code: the nature of the activity, e.g. practice, league game etc.  
L=League      Z= Zones      P= Practice      Pr=Provincials
8. Description of claim: e.g. Distance, meal, etc.
9. Total Kms: Add up all the kilometers incurred as per Policy DLC and chart DLC-E.
10. Meals/Hotel: If you have both a meal and a hotel claim, use two lines, one for the meals and the other for the hotel. Remember you must attach receipts for hotel claims.
11. Totals Claim for This Page: Show totals for kilometers and meals/hotels on each page and show total dollar claim.
12. Coding: fill in school code (*school secretary or principal can provide*)
13. Certification: A signature is required, indicating that the information is correct. Date the form before having the principal authorize it.
14. Principal Authorization: The form must be authorized by the principal before it is submitted to the Education Centre.

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### EXAMPLES

1. An employee who lives in Calgary teaches at George McDougall and travels to Beiseker for a mid-week JV league volleyball game. He takes his own vehicle, has a meal in Airdrie and returns home from Beiseker.

Date	Activity Code	Description of Claim	Km.	Meals/Hotel
Oct 13/08	L	Airdrie to Beiseker (42 km) and return (42 km) home from Beiseker plus meal	84	\$10.00

2. An employee who lives and teaches in Airdrie has a scheduled volleyball game in Cochrane at 6:30 pm. on Friday. Before driving to Cochrane, he has a meal at a local restaurant since his game will take place over the dinner hour.

Date	Activity Code	Description of Claim	Km.	Meals/Hotel
Mar 18/08	L	Airdrie to Cochrane (44 km) to Airdrie (44 km) plus meal	88	\$10.00

3. An employee who lives in Calgary and teaches at Springbank Middle School meets her basketball team at Springbank on Saturday morning prior to driving to Muriel Clayton. She is at Muriel Clayton from 9:00 am to 3:00 pm, eating breakfast and lunch at the concession, costing \$5.00 and \$7.00 respectively. She has to return to Springbank to make sure all her players are picked up before returning home.

Date	Activity Code	Description of Claim	Km.	Meals/Hotel
Mar 18, 08	L	Calgary to Springbank (28 km) to Airdrie (49 km) to Springbank (49 km) to Calgary (28 km) plus two meals	154	\$12.00