



The Army Cadet League of Canada - Alberta  
La Ligue des Cadets de l'Armée du Canada - Alberta

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PROVINCIAL / ZONE  
EXPENSE CLAIM FORM

DATE: \_\_\_\_\_

NAME (please print): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_  
(Give as much detail as possible)

DATES OF TRIP: \_\_\_\_\_

**EXPENSES: ATTACH ALL RELEVANT RECEIPTS:**

TRANSPORTATION (personal vehicle)  
Distance (round trip) \_\_\_\_\_ @\$0.50/km.      \$ \_\_\_\_\_

ACCOMMODATION      \$ \_\_\_\_\_

MEALS      \$ \_\_\_\_\_

OTHER (give details) \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL      \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*FOR PROVINCIAL USE ONLY:*

*Authorized for payment:*

Treasurer: \_\_\_\_\_ Chair (if required): \_\_\_\_\_

**\*\*All expense forms submitted must not exceed 6 months of their occurrence\*\***

**Gaming has approved our Workshops. All Members traveling 50 kms or greater for the Training Session, will be reimbursed for travel and accommodation, if applicable. You must attend the Workshop Training Session to be reimbursed. Reimbursement cheques will be issued during the meeting portion of the day.**