Provincial Director Travel Claim for attending Agricultural Society Meetings in their Districts

Please list the following information: Date, Fair Name, Reason etc., Kms
Please see the maximum per District at bottom of page.

Expense forms must be sent to the Office Manager

Submitted by: _____ District # _____

Address: _____

City: _____ Postal Code: _____

Date	Fair Name	Reason/Purpose etc.	Total Kms	Total (Kms x $0.40km)
TOTAL PAYABLE				

Note: Our Travel Policy indicates that Provincial Directors, should endeavour within their 3-year term, to attend a General, Board, and/or Annual Meeting for each Agricultural Society in their District. If there are extenuating circumstances where extra travel is required, please contact the Office Manager prior to traveling.

District 9 - $100.00 maximum
Districts 6, 12, 13, 14 & 15 - $350.00 maximum
Districts 10 & 11 - $500.00 maximum
Districts 1, 2 & 8 - $300.00 maximum
Districts 3, 4 & 7 - $400.00 maximum
District 5 - $600.00 maximum

Date Paid: _____ Cheque Number: _____ September 2018