

TRAVEL EXPENSE FORM



SPORT: _____

HEAD COACH: _____

DATE OF EVENT: _____

LOCATION OF EVENT: _____

of Coaches: _____ # of Athletes: _____ # of Volunteers: _____

PLEASE NOTE: "Volunteer" includes the one-to-one support needed for a particular athlete. Please show number of support volunteers above, but note that one-to-one support volunteers travel and eat at their own expense. Volunteer drivers, however, need to be included in meals and ferry costs.

FERRY TRAVEL: Please check. Yes No

TOTAL COST FOR FERRY: (See attached tips on how to properly calculate) \$ _____

MILEAGE:

KM _____ x .40 = Total for vehicle 1 _____

KM _____ x .40 = Total for vehicle 2 _____

KM _____ x .40 = Total for vehicle 3 _____

KM _____ x .40 = Total for vehicle 4 _____

TOTAL COST FOR MILEAGE: \$ _____

MEALS: Please check. Yes No

PLEASE NOTE: Special Olympics encourages our athletes to eat healthy where possible. Under no circumstances will we pay for pop. Please keep receipts and submit them with your claim. The **maximum** amount that will be paid for meals (unless there are pre-approved and extenuating circumstances) is:

Breakfast (\$8.00) x _____ = _____

Lunch (\$11.00) x _____ = _____

Dinner (\$16.00) x _____ = _____

TOTAL COSTS FOR MEALS: \$ _____

ACCOMMODATION (Please provide details on page 2 of this form)

TOTAL COST FOR ACCOMMODATION: \$ _____

GRAND TOTAL: \$ _____

Please indicate the name and role (i.e. athlete/coach/assistant coach/1-1 volunteer) in vehicle:

Vehicle 1

Driver: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Vehicle 2

Driver: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Vehicle 3

Driver: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Vehicle 4

Driver: _____

1. _____

2. _____

3. _____

4. _____

5. _____

ACCOMMODATION:

Please provide details:

FERRY DISCOUNTS

Special Olympics Sunshine Coast has a number of *Experience Cards* that we will pass to drivers, upon request, when attending tournaments and events off coast.

BC Ferries offers discounts for our athletes and escorts. Athletes must have their disability card with them any time that they are travelling. **Drivers and/or one-to-one's must indicate that they are accompanying the athlete in order to get the discounted rate of travel.**

Special Olympics does not want to pay more than we have to for travel. Please ensure that you always use an *Experience Card* and that you ensure you get the discounted disability & escort rates.

HOW TO CALCULATE THE FERRY EXPENSE

Passenger Vehicles up to 20 feet	\$49.05	
Less <i>Experience Card</i> Credit	<u>\$11.30</u>	
Total using <i>Experience Card</i> :		\$37.75
SCACL Bus – 21 feet	\$55.45	
(Less <i>Experience Card</i> Credit	<u>\$11.30</u>	
Total using <i>Experience Card</i>		\$44.15
Disabled Athlete & Escorts (including drivers)	\$ 7.30	
Less <i>Experience Card</i> Credit	<u>\$ 1.65</u>	
Total Using <i>Experience Card</i>		\$ 5.65

If you require assistance in completing your Travel Form, please contact Annette Bertrand at 604-885-2987 (evenings) or e-mail her at cabertrand@eastlink.ca.