



Federation of Mountain Clubs of BC

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TRAVEL EXPENSE CLAIM FORM

NAME: _____ ADDRESS: _____ CLUB: _____

Date	Purpose of travel	Total KM	KM x \$.30	Car Rental	Parking/ Tolls/ Ferry	Food or Lodging	Other	GST	SUB TOTALS
TOTAL TRAVEL COSTS									
DONATION (If you have chosen to donate a portion of your travel expenses - see below for more info)									
TOTAL REIMBURSEMENT DUE									

Consider donating a portion of your travel costs back to the FMCBC and supporting our Member Club Grant Program

Fill in the information below if you would like to donate all or a portion of your travel expenses to the FMCBC and to receive a charitable tax receipt:

I, _____ name _____ direct that the funds to which I am entitled by way of reimbursement for my travel/accommodations and would otherwise be forwarded to me by cheque, be transferred to the FMCBC as my gift. The amount of my donation is: _____.

DIRECTIONS:

To claim personal vehicle expense: Calculate total number of kilometres travelled either from your odometer reading or by consulting an online kilometer calculator for distance.

To claim all other expenses: Attach all receipts and record amounts on claim form.

DATE SUBMITTED: _____

CLAIMANT SIGNATURE: _____

APPROVED BY: _____

SIGNATURE: _____

FMCBC POSITION: _____

OFFICE USE ONLY - CHEQUE NUMBER: _____