



SAFETY MINDED ATV ASSOCIATION EXPENSE REPORT

Form must be completed

15 Station Road, Head of St Margarets Bay, NS

NAME:
ADDRESS:
EMAIL:

DATE	Description of expense, project used for, etc	Kilometres	Travel Cost \$0.45 per km	Meals	Lodging	Fuel	Amount	HST Paid	Total
TOTALS									

Total including HST

Expense Form MUST be completed for ANY monies spent of or in trust of SMATVA
All Receipts MUST be attached to the Expense sheet, if no receipts, then you must discuss with the Treasurer

Signature of Claimant:

Date

Approved for payment by:

Date