



**SPECIAL OLYMPICS SASKATCHEWAN  
VOLUNTEER TRAVEL EXPENSE VOUCHER**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street/P.O. Box ) (City) (Postal Code)

Expenses incurred while attending: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

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**MILEAGE**

From: \_\_\_\_\_ To: \_\_\_\_\_ = \_\_\_\_\_ KM

From: \_\_\_\_\_ To: \_\_\_\_\_ = \_\_\_\_\_ KM

**TOTAL KM** \_\_\_\_\_ **x .40 cents /KM =** \_\_\_\_\_

**ACCOMMODATIONS**

**Hotel Expense (receipt required)**

Hotel Stayed At: \_\_\_\_\_ How Many Days: \_\_\_\_\_ **TOTAL EXPENSE**  
= \_\_\_\_\_

**Meals**

\_\_\_\_ Breakfasts @ \$8.00/each = \_\_\_\_\_

\_\_\_\_ Lunches @ \$14.00/each = \_\_\_\_\_

\_\_\_\_ Suppers @ \$19.00/each = \_\_\_\_\_

**TOTAL MEAL EXPENSE =** \_\_\_\_\_

**Miscellaneous (provide explanation and receipts)** \_\_\_\_\_

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**EXPENSE TOTAL:** \_\_\_\_\_

**I hereby certify the expenses detailed in this form were incurred on Special Olympics Business.**

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**(Signature)**