FAP FORM 4

Expense Form

Sail Canada | Voile Canada
Portsmouth Olympic Harbour
53 Yonge Street | rue Yonge
Kingston, Ontario
Canada K7M 6G4
613.545.3044
www.sailing.ca

Your Information

Name		**Title**	
Address		**Post Code**	
e-mail		**Phone**	

Event Information/Purpose of Travel

Name		**Location**	
Date From		**Date to**	

Date	Item	$CAD
	TOTAL	

Signature

Sign Here		**Date**	

I certify that I have incurred the expenses as detailed above and request reimbursement in accordance with Sail Canada policy.

Maximum Subsistence Rates: ($CAD) North America: – Breakfast - $10, Lunch $15, Dinner $25 – Daily Maximum $50
Mileage: - $0.36/km, towing + $0.10/km. .
Hotel: Most economical - When hosted – appropriate gift to approx $30 in value
Please supply original receipts denoting tax amounts