Foothills Search and Rescue Society

That others may live

P.O. Box 549 • Turner Valley, AB • Canada, T0L 2A0 • www.foothills-sar.ab.ca • info@foothills-sar.ab.ca

Expense Claim Form

Name: _____ **Date:** _____

Address: _____

_____

Item	Category	Event	Approval	Price
			TOTAL	

Category is to be one of the following which best describes the reason for purchase:

Licensing & Registration, Public Relations, Members Supplies, Vehicle, Administration, Command Post, Maps, Group Equipment, Training, Insurance, Raffle, Other

Approval is to list on who's authority the money is being spent, examples:

if the expenditure was approved at a board meeting: January 2004 exec meeting

if the expenditure was part of a specific member's discretionary limit: Roger H. Discretionary

Event should specify training, callout, or general. Please specify the date, examples:

if the expenditure was for a training exercise on February 10, 2004: Training February 10, 2004

if the expenditure was for a callout on March 22, 2004: Callout March 22, 2004

if the expenditure was for general expenses nor related to a callout or training exercise: General

ALL RECEIPTS MUST BE ATTACHED TO THIS FORM