ALBERTA REGISTERED MUSIC TEACHERS' ASSOCIATION

EXPENSE CLAIM FORM

NAME _____

EMAIL _____ (for e-transfer)

ADDRESS _____

CITY _____ **PROV:** _____ **PC:** _____

Do you want your funds reimbursed by e-transfer_____or cheque in the mail _____

MEALS (based on receipt to maximum of $50 per day)

Paid To:	**Date:**	**Description:**	

TRAVEL (paid at 61 cents per km) $0.61 x km = **$** _____

Examples of return km:	Red Deer	Edmonton	Calgary
Calgary	300 km = $183	600 km = $366	
Edmonton	310 km = $189.10		600 km = $366
Red Deer		310 km = $189.10	300 km = $183
Grande Prairie	1156 km = $705.16	914 km = $557.54	1430km =$872.30
Medicine Hat	820km = $500.20	1060 km=$646.60	588km = $358.68
Lethbridge	700 km = $427.00	1005 km=$613.05	425 km = $259.25

HOTEL/ACCOMMODATION _____

OTHER EXPENSES

Paid to:	**Description:**	

TOTAL EXPENSES **$** _____

_____ _____

Name/Signature **Date**

Submit completed forms and applicable receipts to the Administrator at:

ARMTA
1114 Cameron Rd S Lethbridge, AB T1K 4B3

Phone: 403.330.8381
Email: admin@armta.ca