Travel Expense Guidelines

1. Complete the Travel Competition Budget Form. This form contains the estimated cost of the trip and the actual cost of the trip. The estimated cost portion of the form is required to be completed 4 -6 weeks prior to the event and is to be turned into the Program Coordinator.
	1. If the event is outside of Saskatchewan you will need to submit a list of potential athletes and coaches that will be going to the event to the Program Coordinator. This is required to be turned in at the same time as the Travel Competition Budget Form. The list is then forwarded on to S.O.S. giving them the opportunity to confirm those attending are registered.
2. When collecting the money from the athletes, the Coach/ Team Manager will use the Athlete Expense Form. The Expense Form and the monies collected are to be handed in at the same time to the Treasurer once the event is over.
3. Keep all expense receipts
4. A Special Olympics debit card is available for use if required
5. If cheques are required, they can be obtained from the Treasurer.
6. Approved expenditures include:
	1. Gas or Mileage claim
	2. Lodging
	3. Vehicle rental
	4. Food
	5. Registration or Entry Fee
7. Once the event has been completed, fill out the remaining portions of the Budget Event Form with the actual costs.
8. Email or deliver the completed Budget Event Form to the Program Coordinator within 1 week of completing the event.
9. Contact the Treasurer within 1 week of completing the event to make arrangements for turning in the Athlete Expense Form, receipts and money.