

**NATIONAL CHAMPIONSHIP TRAVEL INFORMATION AND REIMBURSEMENT CLAIM FORM**

**TO BE COMPLETED BY ALL PARTICIPANTS AT ALL NATIONAL CHAMPIONSHIPS**

and returned to:

**Canadian Interuniversity Sport**

801 King Edward Ste N205, Ottawa, Ontario K1N 6N5

National Championship: \_\_\_\_\_

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

Competing Institution: \_\_\_\_\_

Director of Athletics: \_\_\_\_\_

**A. TRANSPORTATION COSTS:**

All participants must book through the Canadian Interuniversity Sport designated Travel Agent - Carlson Wagonlit Travel 1-800-465-4040 (Jill Lane ext. 235)

1. AIR TRAVEL TOTAL COSTS

ELIGIBLE COSTS

(please attach original travel agency invoice or airline ticket stub)

a) Airfare per individual \$ \_\_\_\_\_

(if there are 2 or more levels of airfare please list them)

b) Airfare cost for the total group \$ \_\_\_\_\_

c) Eligible Airfare -number of **eligible participants** (see 20.50.4) x (a) \$ \_\_\_\_\_

2. GROUND TRANSPORTATION: (please attach original receipts)

a) Ground to Airport (eligible only if no airport in hometown) \$ \_\_\_\_\_

b) Ground on-site (not eligible for reimbursement) \$ \_\_\_\_\_

c) Ground to Championships (eligible only if **not** traveling by air, or, if there is no airport in the city of the Championship) \$ \_\_\_\_\_

**3. TOTAL TRANSPORTATION COST** \$ \_\_\_\_\_

**4. ELIGIBLE TRANSPORTATION COST:** \$ \_\_\_\_\_

**B. MEALS, ACCOMMODATION AND OTHER COSTS (FOR INFORMATION ONLY):**

1. ACCOMMODATIONS (Receipts not required)

a. Room Rate: \$ \_\_\_\_\_

b. TOTAL ACCOMMODATION EXPENSE \$ \_\_\_\_\_

2. MEALS (Receipts not required)

a. TOTAL MEAL EXPENSE \$ \_\_\_\_\_

3. OTHER (Receipts not required)

Please indicate:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**4. TOTAL ACCOMMODATION, MEALS, AND OTHER COSTS** \$ \_\_\_\_\_

**C. GRAND TOTAL OF CHAMPIONSHIP TRAVEL:**

**(A.3 + B.4)** \$ \_\_\_\_\_

Travel reimbursement cheques should be payable to: \_\_\_\_\_

and mailed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

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

Please provide a list of participants on the form below. Completed forms with receipts must be received at the Canadian Interuniversity Sport Office within 15 working days after the final day of the Championship.

