

	Model Aeronautics Association of Canada	Document No.: MD-FRM-FIN-001E	
		Revision: 221123	Page: 1 of 2

Pick the Claim Date: (YYYY-DD-MM HH:MM)

Claimant Name:	Claimant Title:	Zone or Committee:
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Expense Date YYYY-MM-DD	Expense Location	Category	Description	Receipt?	Sales Tax	Claimed Amount (Incl tax)

Claimant Mailing Address:

Digital Signature:

Pre-tax Total:



Notes:

- 1) You **must** complete this form using an Adobe Acrobat product, like [Acrobat Reader on a computer](#).
- 2) **Save the claim file** using this **file** naming convention: *Expense Claim [First initial][Last Name] [YYDDMMHHMM].pdf*
- 3) Use another claim form if there aren't enough rows.
- 4) All **date fields** have a date picker.
- 5) **Expense Location:** Select the province / territory where the expense was incurred.
- 6) If a receipt is lost or unavailable, **add a note** in the [Description] column like "Lost receipt" or "Receipt not provided".
- 7) **Claim Categories:**
 - a. For communications, like phone and internet, include the fraction of the total bill being claimed in the [Description].
 - b. Transportation includes air, train, ferry and taxi fares and personal vehicle use. For mileage claims enter the kilometers driven and the start location and destination. Enter the claim in the [Amount] column. Mileage claim rate = \$0.68/km in accordance with Revenue Canada's [Reasonable per-kilometre allowance](#).
- 8) **SalesTax** is one of GST, HST or TPS as listed on your receipt.
- 9) Submit all claims to secretary@maac.ca and attach images or PDFs of all receipts, invoices, bills etc. to your submission.