

APAS Expense Claim Form

2026 FY

Meeting & Travel Per Diem Rates:

Meal Rates: In Province



Has your mailing address, phone #, Banking info or email changed? If so, please check the box. **THANK YOU!**

Representatives \$22.50 / hr

\$70 per day

Breakfast: \$16.00

Lunch: \$23.00

Supper: \$31.00

Name: _____ RM #: _____

Address: _____

Phone #: _____

Email: _____

Please submit your claim on time, preferably after each attended meeting. Claims submitted after 3 months require approval from the Board of Directors at the next in-person Board meeting

Please attach all of your receipts to your expense claim (except for meals)

Effective Apr. 01, 2026 (SK Travel Allowance-Appendix A) - Travel Rate: 0.5499 cents/km

| TRIP DETAILS/ ONE-WAY or ROUND-TRIP | | | | | | | | TRAVEL & MEETING TIME: 10 hours maximum per calendar day | | | | OTHER MEETING EXPENSES | | | | | |
|-------------------------------------|----------|------|----|---------|------------|-----|------|--|----------------|--------------------------------|-------------------------------|------------------------|---------|-------|-------|-------|-------|
| Date | Mtg Code | From | To | One-way | Round-trip | Kms | \$ | Travel Time/ Hrs. | Mtg Time/ Hrs. | Total Hrs per one calendar day | Total Hrs * Per Diem Rate/ \$ | Taxi | Parking | Meals | Hotel | Other | TOTAL |
| | | | | | | | \$ - | | | | \$ - | | | | | | \$ - |
| | | | | | | | \$ - | | | | \$ - | | | | | | \$ - |
| | | | | | | | \$ - | | | | \$ - | | | | | | \$ - |
| | | | | | | | \$ - | | | | \$ - | | | | | | \$ - |
| | | | | | | | \$ - | | | | \$ - | | | | | | \$ - |
| TOTAL | | | | | | | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| MEETING CODES | | | |
|------------------------|----|------------------------|----|
| FINANCE | 2 | ECONOMICS & TRADE | 3D |
| RESOLUTIONS | 2A | DISTRICT | 4 |
| GOVERNANCE | 2B | RM COUNCIL MEETING | 5 |
| CROPS & TRANSPORTATION | 3 | AGM | 7 |
| LIVESTOCK | 3A | APAS POLICY CONFERENCE | 8 |
| LAND & ENVIRONMENT | 3B | NPF - TASK FORCE | 12 |
| RURAL LIFE | 3C | MEMBERSHIP | 13 |

| OFFICE USE ONLY | |
|--------------------|--|
| GST | |
| CPP | |
| Taxes | |
| Cheque/ EFT Amount | |

| | |
|----------------------|------|
| Total Claimed | \$ - |
| CHECKED by: | \$ |
| Signature: | |
| Date: | |
| Approved By: | |
| Approved By: | |

Office Address : APAS 3401A Pasqua Street, Regina SK, S4S 7K9

Fax: 306-789-7779

Email: oslynko@apas.ca

306-789-7774 Ext. 8

Note: APAS covers the cost of one full-time representative per RM. If you are unable to attend a meeting, please contact your RM to arrange an alternate.

Part One: General Guidelines

- ❖ **Fill in the personal section of the appropriate APAS expense claim form - name, address, telephone number and RM name and number.**
- ❖ Include receipts where required and ensure that the supplier's business GST# is on the receipt. **Receipts required:** Hotel, Airfare, Taxi, baggage, and parking.
- ❖ **Sign and date** the appropriate APAS expense claim form
- ❖ **Submit claims monthly or after each attended meeting. Expense claims must be submitted within 3 months of being incurred, or they will need to be approved by the Board (Board Policy 2.18 - Board and Rep Remuneration and Expense Allowance)**
- ❖ Submit claims by fax at 1-306-789-7779 or email to oslynko@apas.ca or mail to 3401A Pasqua Street, Regina, SK, S4S 7K9.
- ❖ Improperly completed, unsigned and/or expense claims with incomplete receipts will be returned unpaid for corrections and resubmission.

Part Two: Full-time Representatives, Board of Directors, and Executive

1. **Per Diems** – To compensate for time spent performing duties as requested or approved by the Association. Rates for per diems will remain fixed until changed by resolution at the Annual General Meeting
Per Diems will be paid as follows:
 - Based on actual hours worked on behalf of the Association
 - For actual travel time, to the nearest ½ hour
 - Up to the maximum daily per diem for one calendar day
2. **Mileage** – Designed to cover all costs of operating a vehicle, including fuel, maintenance, and depreciation. Mileage shall be set in accordance with the rate used by the SK Government, Travel Allowance – Appendix A, and may be revised on April 01 and October 01 each calendar year
Mileage will be paid as follows:
 - For travel to and from all meetings while representing APAS on official business for the actual distance travelled
3. **Meals** – Based on rates for in or out of the province used by the SK Government, Travel Allowance – Appendix A, and may be revised on April 01 and October 01 each calendar year
Meals will be paid as follows:
 - For meals not supplied by the Association
 - For meals during time spent on APAS official business
 - Receipts **not** required.
4. **Hotel** – Accommodations required while on business of the Association. For the evening prior to the event, if distance dictates, travel the day before, the night during the event, and for the evening of the last day if the meeting goes into the evening of the last day.
 - Receipts are **required**.
 - Rates must be within reason for the time and location.
 - If you stay at a friend/relative, claim 'gift in lieu of lodging' up to a maximum of \$50.00 per evening.
5. **Direct Deposit** - **Please** send your banking information or a "VOID" cheque to the office. It is your responsibility to provide updated banking information if you have changed your bank or account.