



Alberta Federation of Shooting Sports

Yearly Reporting Timeline
&
Expense Claim Form Information

Alberta 

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Yearly Timeline

March	<ul style="list-style-type: none">• All Associations are required to send in their Membership Obligations which includes:<ul style="list-style-type: none">-Affiliations fees (\$220.00)-Proof of Filing with the Societies Branch for previous year-Financial Report of their Association for previous year-Board of Directors List-Membership List-List of Events occurring in Current Year-Association Report (summary of this year's activity: a written report that can be read verbally @ AGM – no longer than 3 min.)
April	<ul style="list-style-type: none">• Attend AGM in location as set by the Executive
June or July	<ul style="list-style-type: none">• Sports Questionnaire from SPAR (Sport, Physical Activity and Recreation) sent out to all Associations.• Questionnaire to be returned as soon as possible to AFSS office so grant submission can be finalized and submitted for funding.
September	<ul style="list-style-type: none">• Each Association must publish the Grant guidelines to their members via newsletter or direct notice• Association Members must be made aware of AFSS Grants
October	<ul style="list-style-type: none">• All Associations to attend Board Meeting held at a location to be determined by the Executive

Grant Documentation

Grants will be require **Part B – Post Program Analysis** and **Part D – Association Accounting List**.

Part C – Individual Expense Claim Form is a standardized form and is included in this document.

Each Association is responsible to ensure that all *athletes, coaches and officials* have copies of the necessary documentation so the grant follow ups are complete and accurate.

The deadline for all Association grant submissions to the Federation office is **December 1st** of the current year.

All *coaches/athletes/officials* will fill out **Part C – Individual Expense Claim Forms** that are given to them by their specific Association and then will send their forms to the respective President who will evaluate the information. The President will sign off if acceptable and then assign the level of funding. **Part C forms and receipts STAY WITH THE ASSOCIATION (These forms may be requested upon evaluation of Grant applications).**

The President will then complete **Part D - Association Accounting List** which summarizes information from all of the *coaches/athletes/officials* for that specific grant.

The President also summarizes the *coaches/athletes/official's* **Part B – Post Program Analysis** to one document per grant and submits that document to the Federation.

PART B and summarized PART D are to be sent to the Alberta Federation of Shooting Sports Office.

NOTE: If an association does not provide evidence that they have expended their Athlete Development grant (issued in July), their grant for the following year will be reduced and the excess funds distributed to other member associations.

All coaching grants are meant for support of the NCCP Coaching Program.

Expense Claim Information Table

Deadline for Expense Claims
November 15th (for the year of the grant) to your Association's Executive

Travel	<ul style="list-style-type: none">• Ground travel calculated @ 50cents per km for trips greater than 50 km one way.• When traveling by Air – submit itinerary and original boarding passes.• When claiming Airfare – Please submit original itinerary and boarding pass with baggage claim ticket for each event traveled.
Notes	<ul style="list-style-type: none">• Original receipts to be submitted to the applicant's Association.• Claimant should retain copy for his/her records.• The AFSS may request proof of expenditures at some point in the future.
Claims	<ul style="list-style-type: none">• Use the Part C – Individual Expense Claim Forms.• If you do not have the proper claim sheets, download them from the AFSS website. Each grant has the claim sheets as a part of the document.• If you are not sure of an expense, contact your Association or the AFSS office.• Fill out the claim sheets accurately. Improperly filled out sheets will not be accepted for processing.

Expense Reporting for Athletes

Transportation and Travel Expenses

ALL reward programs (points earned from purchasing merchandise) are excluded from reimbursement, but will pay applicable taxes when original receipts are submitted.

<p>Ground Travel</p> <p>Mileage Log required</p>	<ul style="list-style-type: none"> • Paid to athletes traveling to and from the practice site when traveling more than 50 km from city/town of departure
<p>Airline Tickets - <i>applies to National Competition Only</i></p> <p>Original Proof of Payment stating cost, Boarding Pass required</p>	<ul style="list-style-type: none"> • Travel assistance to athletes using airlines requires submission of the original receipt bearing amount paid and boarding pass.
<p>Car Rental - <i>applies to National Competition Only</i></p> <p>Original Receipts required</p>	<ul style="list-style-type: none"> • Athletes renting a car may claim it as an expense, excluding fill ups and collision waiver insurance.
<p>Parking - <i>applies to National Competition Only</i></p> <p>Original Receipts required</p>	<ul style="list-style-type: none"> • Includes parking on the day of the event. Airport parking excluded.
<p>Meals - <i>applies to Provincial/National Competition Only</i></p> <p>Based on \$36.00 per day, excludes gratuity and liquor</p> <p>Does not require Original Receipts</p>	<ul style="list-style-type: none"> • Athletes claiming meals will be paid a per diem of Breakfast @ \$9.00, Lunch @ \$9.00 and Dinner @ \$18.00 excluding gratuity and liquor. • Athletes traveling from home for Association business shall not be entitled to make an expense claim for Breakfast on the same day. • Athletes returning home prior to 1:15 p.m. shall not be entitled to make an expense claim for Lunch. • Athletes returning home prior to 6:30 p.m. shall not be entitled to make an expense claim for Dinner. • Per diems will be paid for one day prior to the event and one day after.
<p>Accommodations - <i>applies to Provincial/National Competition Only</i></p> <p>Original Receipts required</p>	<ul style="list-style-type: none"> • Athletes using accommodations must submit original receipts with their expense claim. • Athletes electing to have single hotel occupancy, or other non-family persons who are not on authorized business, then only one half of the hotel expense may be reimbursed, excluding movie or video game rentals, internet hook ups, and room service. • Long distance calls will be reimbursed to a maximum of \$10.00. When using a cell phone original cell logs must be submitted clearly identifying the applicable transaction.

Expense Reporting for Athletes

Event Expenses	
Match Fees Original Receipts required or a letter to confirm attendance from the Match Director	<ul style="list-style-type: none">• Athletes claiming match fees must provide proof of attendance of any sanctioned/registered match, submitting the original receipt from the match organizer.
Ammunition and Targets Original Receipts required	<ul style="list-style-type: none">• Ammunition and CO2 and pellets expense is paid to athletes with legitimate original receipts.• Targets used during practices are allowable expenditures. All original receipts must be clearly identified.
Equipment and Equipment Maintenance Original Receipts required	<ul style="list-style-type: none">• Shooting equipment including personal telescopes, timers/stop watches, scoring gauges, shooting glasses, specialized ear protection, shooting apparel.• General maintenance of equipment.

Expense Reporting for Coaches and Officials

Transportation and Travel Expenses	
Ground Travel Mileage Log Required	<ul style="list-style-type: none"> • Paid to coaches/trainers or officials traveling to and from the event site when traveling more than 50 km from city/town of departure.
Airline Tickets - <i>applies to National Competition Only</i> Original Proof of Payment stating cost, Boarding Pass required	<ul style="list-style-type: none"> • Travel assistance to officials/coaches using airlines requires submission of the original receipt bearing amount paid and boarding pass.

Expense Reporting for Coaches and Officials

Event Expenses	
Equipment and Equipment Maintenance Prior approval needed by the Provincial Association or designate, Original Receipts required	<ul style="list-style-type: none"> • Shooting equipment including personal telescopes, timers/stop watches, scoring gauges, shooting glasses, specialized ear protection, shooting apparel. • General maintenance of equipment.
Meals - <i>applies to Provincial/National Competition Only</i> Based on \$36.00 per day, excludes gratuity and liquor Does not require Original Receipts	<ul style="list-style-type: none"> • Meals claimed will be on a per diem of Breakfast @ \$9.00, Lunch @ \$9.00 and Dinner @ \$18.00 excluding gratuity and liquor. • Anyone traveling from home for association business shall not be entitled to make an expense claim for Breakfast on the same day. • Anyone returning home prior to 1:15 p.m. shall not be entitled to make an expense claim for Lunch. • Anyone returning home prior to 6:30 p.m. shall not be entitled to make an expense claim for Dinner. • Per diems will be paid for one day prior to the event and one day after.
Other - <i>applies to Provincial Coaches only</i> Original Receipts required	<ul style="list-style-type: none"> • Expenses such as stamps, stationary, long distance telephone calls (photocopies of phone bill is appropriate with all applicable calls clearly identified), facsimile, must be backed up by Original Receipts
Honorariums Must be approved by the Provincial Coaches	<ul style="list-style-type: none"> • Coaches/trainers are entitled to honorariums for conducting training clinics within Alberta only at the rate of \$100.00 per day. • Officials Honorariums - Zone Matches \$50.00 Provincial Matches \$100.00, Nationals \$150.00

Coaches Tuition

Must be approved by Association President

Original Receipts required

- Applies one coach per Zone and Provincial Coaches at approved nationally certified courses only (excluding National Team Coaches).