

## EAST KOOTENAY VOLLEYBALL CLUB – Cheque Request Form

### CHEQUE REQUEST

REQUEST DATE:		Payable To:	
CHEQUE AMOUNT: <i>Total of all expenses listed below.</i>		Requested By:	
TEAM: <i>Circle all that apply.</i>	U14M U15M U16M U17M U18M	Home Phone:	Cell Phone:
	U14F U15F U16F U17F U18F	Email:	
Request is for the following Tournament(s):		<input type="checkbox"/> I have attached the associated deposit. <input type="checkbox"/> Associated deposit previously submitted on _____. <input type="checkbox"/> Associated deposit will follow.* <input type="checkbox"/> Expenses are covered by Grant Money.** <i>**Approval from Administrator required.**</i>	

\*Please note that cheques will **not** be issued until the associated fees are collected and deposited.  
Indicate below the information that is applicable to your request.

<i>Check all that apply.</i> <input type="checkbox"/> GENERAL EXPENSES <input type="checkbox"/> COACH PERDIUM <input type="checkbox"/> FUEL EXPENSE	<input type="checkbox"/> I will pick up the cheque – please contact me when it is ready. <input type="checkbox"/> Please mail the cheque to:
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#### Cheque Request Details

FUEL EXPENSE	
Traveling From	
Traveling To	
Total KM*	
Total Due for FUEL <i>(\$20 per 100KM)</i>	\$

PERDIUM		
	NUMBER	TOTAL \$
Full Days (\$45 per day)		\$
Partial Days		
Breakfast (\$10 per breakfast)		
Lunch (\$15 per lunch)		
Dinner (\$20 per dinner)		
Total Due for PERDIUM		\$

GENERAL EXPENSE	
Expense Description	AMOUNT
Total Due for GENERAL EXPENSES	\$

\*Roundtrip distances from Cranbrook to some major centres are shown below.

Abbotsford 1500 km, Calgary 750 km, Edmonton 1400 km, Kamloops 1170 km, Kelowna 1015 km  
Lethbridge 630 km, Red Deer 1075 km, Revelstoke 750 km, Spokane 610 km, Vancouver 1850 km

<b>Office Use Only</b>
Cheque No.