

### For the **Love** of Curling Scholarship Expense Claim Policy

**PLEASE READ POLICY ON EXPENSE CLAIM REIMBURSEMENT BEFORE COMPLETING**

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50% of your total funding must be allocated to curling and 50% to academics.

1. All necessary documents/receipts must accompany the expense claim. Only expenses supported by the appropriate backup (receipt, copy of receipt or email confirmation of payment are acceptable) will be reimbursed. The only exception to this is kilometer charges (for use of an automobile).
2. Hotel receipts must readily identify room cost and taxes. Hotel incidentals will NOT be covered -ie. no food, movies, alcohol or phone call expenses. Additionally, you must identify, on the expense claim, what portion of the rooming cost pertains to you personally.
3. Entry fees are an allowable expense. A receipt or proof of payment from the event is required.
4. Airfare is only eligible for travel to international competitions or domestic competitions located more than 500 KMs from your mailing address. A copy of airline receipts / e-tickets must be submitted as proof of travel.
5. Airline receipts / e-tickets must show the total airfare and the breakdown of all taxes / fees charged. Lowest fares possible must be used when submitting for reimbursement.
6. Ground transportation for Canadian/US competitions must be used whenever possible and will be reimbursed at a rate of \$0.45/km (a google map or similar digital navigation, indicating starting point, destination and total kilometres is required).
7. Curling expenses such as club membership, athletic medical, physical or psychological supports, and curling equipment are acceptable. Curling expenses that don't qualify include; meals, third party sponsorship related costs (i.e. crestring), and over-the-counter medications, vitamins, and supplements, even if prescribed by a medical practitioner.
8. Post-secondary tuition is an acceptable expense, whereas any textbooks or academic equipment must be a requirement to complete a course to be deemed acceptable. You may be asked to provide proof (i.e., letter from professor or documentation from the course). Academic expenses that don't qualify are room and board, and equipment or other expenses not required to complete courses.
9. If an expense claim is received without the required/proper documentation, we cannot pay the claim. It will be returned to the sender.
10. Submit your completed expense claims and supporting documents to: [brodie.bazinet@curling.ca](mailto:brodie.bazinet@curling.ca) by **March 31, 2024**.