



# Author Readings Program



## Author Expense Claim and Report



<b>Author Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

*Note: Please complete this form beginning in the Reading 1 spot, even if this isn't your first reading this program year. If you are reporting on more than 2 readings, please use additional forms.*

### Reading #1:

<b>Host Organization</b>	
<b>Reading Date</b>	
<b>Contact Person</b>	
<b>Reading Venue/Location</b>	

**Using a scale of 1 to 5, with 5 being a highly successful reading and 1 being not at all successful, how would you rate the overall success of your reading?: \_\_\_\_\_**

**Please provide comments about your reading. Consider audience engagement, the reading location, your own expectations, and/or other metrics of success (minimum 25 words):**

**Reading #2:**

<b>Host Organization</b>	
<b>Reading Date</b>	
<b>Contact Person</b>	
<b>Reading Venue/Location</b>	

**Using a scale of 1 to 5, with 5 being a highly successful reading and 1 being not at all successful, how would you rate the overall success of your reading?: \_\_\_\_\_**

**Please provide comments about your reading. Consider audience engagement, the reading location, your own expectations, and/or other metrics of success (minimum 25 words):**

**Explanation of travel if needed** (E.g. if you are on tour and are not travelling from home to your reading location(s), please let us know your travel route so you are compensated properly, i.e.: from Saskatoon to Rosetown, Rosetown to Outlook, Outlook to Swift Current, Swift Current to Saskatoon)

512200-0200	<input type="checkbox"/> Author Reading Fee #1	
512200-0200	<input type="checkbox"/> Author Reading Fee #2	
536200-0200	<input type="checkbox"/> Return Travel Reading 1* (in km) @0.44	
	<input type="checkbox"/> Return Travel Reading 2* (in km) @0.44	
469500-0200	Donation**: I would like to donate to the SWG (optional)	
	<b>Subtotal</b>	
	<input type="checkbox"/> Calculate GST Registration #:	
	<b>Total</b>	

\*Mileage is calculated using Google Maps from your home community to the reading location and back to ensure consistency. Please do not submit odometer readings. Mileage is paid for readings outside your home community with a minimum distance of 20 kms travelled.

\*\*If you desire a tax-deductible receipt the donated amount must be less than 100% or a separate transaction is required, as per Canada Revenue. Please visit [skwriter.com/donate](http://skwriter.com/donate) for more information.

**Payment options:**

Please select your preference for cheque, Interac e-transfer, or direct deposit and provide the necessary information below.

I would like payment by:

Cheque

Interac e-transfer

Email address for e-transfer: \_\_\_\_\_

**Please provide a security question and a one-word security answer, even if you have auto-deposit. (Password must be lower-case alphabet with no spaces or special characters)**

Security question: \_\_\_\_\_

Security answer: \_\_\_\_\_

Direct deposit (we recommend this option if you have or anticipate having 3 or more readings.) You may find this information on a blank cheque, through online banking, or by contacting your bank.

My banking information is already on file with the SWG so I won't be providing it below.

Bank Institution Number (3 digits): \_\_\_\_\_

Bank Transit Number (5 digits): \_\_\_\_\_

Account Number (7-11 digits): \_\_\_\_\_

Bank Institution Name: \_\_\_\_\_

Please type your name here as your signature for this form:

\_\_\_\_\_