

## 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:

Host Organization	
Reading Date	
Contact Person	
Reading Venue/Location	

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):

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**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)

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Office Use 512200-0200	<input type="checkbox"/> Author Reading Fee #1	
512200-0200	<input type="checkbox"/> Author Reading Fee #2	
536200-0200	Return Travel Reading 1* (in km) @0.44	
	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

**Direct Deposit is the SWG's preferred payment method.**

I would like payment by:

☐ **(Preferred)** Direct deposit - You may find this information on a blank cheque, preauthorized debit form, or through online banking. For help, please contact 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: \_\_\_\_\_

☐ Interac e-transfer

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

**We are only able to e-transfer accounts with auto-deposit. If you require a security question and answer, we cannot e-transfer you. Please use direct deposit.**

☐ Cheque

**If you're unable to accept direct deposit or e-transfer, a cheque can be made available. However, please note that cheques will eventually be phased out as a payment option.**

To see our full privacy policy, please visit <https://skwriter.com/privacy-policy>

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

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