



SWG Author Readings Program

Author Expense Claim and Report

Please complete and return to: SWG Author Readings Program - Saskatchewan Writers' Guild
Box 3986, Regina, SK S4P 3R9 or swgevents@skwriter.com

(Author information changes.)

Author Name:

Address:

Phone:

E-mail:

Host:	Reading Date:
Contact Person:	Reading Venue/Location:

Office Use 512200-0200	Author Reading Fee	\$300.00
536200-0200	Travel (in km) @.44 (or attach bus receipt)	
469500-0200	Donation*: I would like to donate to the SWG (optional)	
	Subtotal	
	<input type="checkbox"/> Calculate GST** <input type="checkbox"/> on File <input type="checkbox"/> Registration #:	
	Total	

I would like to be paid via e-transfer.

I would like to be paid by cheque.

*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 for more information.

** If you are registered for GST, after selecting Calculate GST please indicate whether your GST # is on file, or provide a new GST registration #.

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?

We would appreciate receiving your comments about the reading:

Office Use (GST Registration #: R119440556)

Authorized By: _____

Approved By: _____

Cheque #: _____

Signature of Claimant

