



TRAVEL EXPENSE CLAIM

(For Office Use Only)

Claimant: _____
Position: _____
Function Attended: _____
Expenses Incurred From: _____ 20 _____

Address: _____
Location: _____
At: _____
To: _____ 20 _____

READ REVERSE SIDE BEFORE COMPLETING, AND ATTACH ALL ORIGINAL RECEIPTS

TRAVEL: **Vehicle Used:** **Own** _____ **Board** _____

Paved: From: _____ To: _____ = _____ km @ \$.50/km = \$ _____
Unpaved: From: _____ To: _____ = _____ km @ \$.55/km = \$ _____
Return Kilometres: = \$ _____

km COSTS SUB-TOTAL: _____

PUBLIC CARRIER: From: _____ To: _____

Bus: \$ _____ Taxi: \$ _____ Airline: \$ _____ Ferry: \$ _____ Return: \$ _____ = \$ _____

ACCOMMODATION: No. of Nights: _____ @ \$ _____ = \$ _____

MEALS: Breakfast: _____ x \$ 15.00 (Maximum) = \$ _____
 Lunch: _____ x \$ 17.00 (Maximum) = \$ _____
 Dinner: _____ x \$ 25.00 (Maximum) = \$ _____

REGISTRATION FEES: Description: _____ = \$ _____

MISCELLANEOUS: Description: _____ = \$ _____

LESS ADVANCE = \$ _____

TOTAL TRAVEL EXPENSE CLAIM:..... = \$ _____

*I certify that the expenses claimed above are in accordance with Board Policy B.4,
and that no other reimbursement will be received by me with respect to this claim.*

Claimant: _____
Signature

Authorized by: _____
Supervisor

GL Code: _____ \$ _____
GL Code: _____ \$ _____
GL Code: _____ \$ _____

Secretary-Treasurer

TRAVEL AND MEALS

Amended: 10-02-09

Regulation:

1. **Approved travel** shall be paid on an approved point-to-point basis:

Paved Roads: 50 cents per kilometer
Unpaved Roads: 55 cents per kilometer

2. **Reimbursement for meals** shall be determined by the actual receipts submitted to a maximum of the following amounts:

Breakfast: \$15.00
Lunch: \$17.00
Supper: \$25.00

These rates shall not apply when other specific allowances are stipulated in other policies or regulations. A per diem allowance shall only be paid for travel out of the District.

3. **Accommodation expenses** will be paid upon submission of receipts. Accommodation other than hotel/motel while travelling on Board business will be paid up to a maximum of \$30.00 per night.
4. Board business credit cards shall not be used for personal expenses.
5. All travel expenses, including credit card charges, must be recorded on the approved travel expense forms.
6. Any expenditures exceeding meal allowances must be justified.
7. The Board will not reimburse any receipts for alcohol.
8. Business meals must clearly identify the purpose of the meeting and the number of persons present.
9. A Trustee will review and authorize the Superintendent of Schools/Secretary-Treasurer's expenses.
10. All expense claims for reimbursement must be submitted to the District Office within three months of the event.

APPROVED POINT-TO-POINT DISTANCES

From Gold River to:

Campbell River	90	kilometres
Courtenay	137	
Duncan	296	
Kamloops.....	692	
Kelowna.....	729	
Nanaimo	245	
Parksville	209	
Penticton	668	
Qualicum	201	
Tahsis	67	
Vancouver	272	
Victoria	356	
Vernon.....	782	

From Zeballos to:

Campbell River	42	unpaved / 170 paved
Fair Harbour	38	unpaved
Gold River.....	35	paved / 109 unpaved