



EXPENSE ACCOUNT FORM

NAME _____

MAILING ADDRESS: _____ POSTAL CODE: _____

FUNCTION: _____

PLACE & DATE OF FUNCTION: _____

AMOUNT OF ADVANCE: \$ _____

EXPENSES:

TRANSPORTATION (AIR) \$ _____

TRANSPORTATION (OTHER) \$ _____

CAR MILEAGE \$ _____

TAXI \$ _____

HOTEL/MOTEL ROOM \$ _____

MEALS (maximum amount \$55/day:

breakfast: \$12; lunch: \$17; dinner: \$26) \$ _____

COMMUNICATIONS \$ _____

OTHER EXPENSES \$ _____

TOTAL \$ _____

LESS ADVANCE \$ _____

BALANCE OWING \$ _____

Receipts required for ALL expenses except meals

I hereby certify that the above constitutes expenses incurred while transacting
School District No. 52 (Prince Rupert) business.

Signature of Claimant

Approved

Date

Accounting Code

Vendor (Home Phone)

Please turn over for copy of travel & subsistence allowance regulation →

7120-10 TRAVEL AND SUBSISTENCE ALLOWANCE

1.0 Eligibility:

- 1.1** The Board will pay travel and subsistence to trustees and authorized employees of the Board travelling on the business of the Board according to regulations.

2.0 Principles:

- 2.1** The method of travel shall be selected with due regard for economy in keeping with the efficient dispatch of the Board's business.
- 2.2** Prior written authorization for travel by employees must be obtained from the persons designated in Regulation 7120-20 and must fall within approved budgets.

3.0 Procedures:

- 3.1** Hotel room charges including spouses will be accepted where a special room rate applies to single or double occupancy.
- 3.2** Hotel movie rentals, loss of income, mini bar charges and child care expenses must not be claimed.
- 3.3** Payment will be made for private lodging at \$30.00 per night in lieu of hotel expenses when on School District business.
- 3.4** If travel is by private automobile the owner may claim the lesser of
 - 3.4.1** car mileage at the rates in Section 3.5 (below), or
 - 3.4.2** the equivalent of return air fare for each of the authorized persons transported.
- 3.5** Mileage allowance will be paid:
 - 3.5.1** For teachers, at the rate set in the collective agreement (0.58/KM effective Jul-1-2021) as per Article B.10.1); and
 - 3.5.2** For trustees and all other employees, at the rate set by the BC School Trustees Association (0.61/KM effective Jan-01-2022).
- 3.6** Whether or not meals are charged to the room, the maximum allowable claim will be at the per diem rate for meals set by the BC School Trustees Association.
- 3.7** For each trip, the Secretary-Treasurer is authorized to make an advance covering the estimated cost of subsistence and a travel voucher for transportation.
- 3.8** Within one week following the completion of the trip, each person concerned shall submit an expense account report in a form acceptable to the Secretary-Treasurer. Receipts will be required for hotel only unless a travel fare has been paid personally.