



TRAVEL EXPENSE REIMBURSEMENT 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 \$69/day: breakfast: \$23; lunch: \$23; dinner: \$23)	\$ _____
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)

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 (0.66/KM effective Jul-1-2024) 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 (0.72/KM effective Jan-01-2025).
- 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.