



Vancouver Island West School District 84  
**TRAVEL EXPENSE CLAIM**

# \_\_\_\_\_  
 (For Office Use Only)

Claimant: \_\_\_\_\_ Address: \_\_\_\_\_  
 Position: \_\_\_\_\_ Location: \_\_\_\_\_  
 Function Attended: \_\_\_\_\_ At: \_\_\_\_\_  
 Expenses Incurred From: \_\_\_\_\_ To: \_\_\_\_\_

**READ REVERSE SIDE BEFORE COMPLETING, AND ATTACH ALL ORIGINAL RECEIPTS**

<b>TRAVEL:</b>	<b>Vehicle Used:</b>	<b>Own</b> _____	<b>Board</b> _____	GST
<i>Paved:</i>	From: _____	To: _____	= _____ km @ .53 /km = \$ _____	
			<i>Paved Return</i> = _____ km @ .53 /km = \$ _____	
<i>Unpaved:</i>	From: _____	To: _____	= _____ km @ .57 /km = \$ _____	
			<i>Unpaved Return</i> = _____ km @ .57 /km = \$ _____	
			<b>km COSTS SUB-TOTAL:</b> _____	
<b>PUBLIC CARRIER:</b>	From: _____	To: _____		
Bus: \$ _____	Taxi: \$ _____	Airline: \$ _____	Ferry: \$ _____	Return: \$ _____ = \$ _____
<b>ACCOMMODATION:</b>	No. of Nights: _____	@ \$ _____		\$ _____
<b>MEALS:</b>	Breakfast: _____ x	\$15.00 (Maximum)		= \$ _____
	Lunch: _____ x	\$17.00 (Maximum)		= \$ _____
	Dinner: _____ x	\$25.00 (Maximum)		= \$ _____
<b>REGISTRATION FEES:</b>	Description: _____			= \$ _____
<b>MISCELLANEOUS:</b>	Description: _____			= \$ _____
			<b>LESS ADVANCE</b> = \$ _____	
<b>TOTAL TRAVEL EXPENSE CLAIM:</b>	.....			= \$ _____

*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, MEALS AND OTHER EXPENSES

## Regulation

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

The Board has directed that Policy B.4 reflect the Memorandum of Agreement between the BC Public School Employers' Association and the BC Teachers' Federation, signed September 17, 2014. Therefore, all approved travel was increased as follows:

*Paved Roads:* 53 cents per kilometer (effective May 1, 2017)

*Unpaved Roads:* 57 cents per kilometer (effective May 1, 2017)

The approved travel rates shall be reviewed as of the following dates and adjusted as required (not to exceed the CRA maximum rate) in accordance with the Memorandum of Agreement:

- May 1, 2016
- July 1, 2016
- May 1, 2017
- July 1, 2017
- May 1, 2018
- July 1, 2018
- May 1, 2019

2. **Reimbursement for meals** shall be:

*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.

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 expenditure 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	kilometers
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:

Gold River.....	35	paved / 109 unpaved
Campbell River .....	42	unpaved / 170 paved
Fair Harbour .....	38	unpaved
Port McNeill .....	42	unpaved / 45 paved

*Updated: May 1, 2017*