



Vancouver Island West School District 84
TRAVEL EXPENSE CLAIM

(For Office Use Only)

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

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

READ REVERSE SIDE BEFORE COMPLETING, AND ATTACH ALL ORIGINAL RECEIPTS

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

Paved: From: _____ To: _____ = _____ km @ .54 /km = \$ _____

Paved Return = _____ km @ .54 /km = \$ _____

Unpaved: From: _____ To: _____ = _____ km @ .57 /km = \$ _____

Unpaved Return = _____ km @ .57 /km = \$ _____

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, 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: 54 cents per kilometer (effective May 1, 2018)
Unpaved Roads: 57 cents per kilometer (effective May 1, 2018)

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

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, 2018