



Vancouver Island West School District 84

# TRAVEL EXPENSE CLAIM

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

Claimant: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Location: \_\_\_\_\_

Function Attended:	Where:
Date From:	To:

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

GST

**TRAVEL:** Vehicle Used: Own \_\_\_\_\_ Board \_\_\_\_\_

**Paved From:** \_\_\_\_\_ **To:** \_\_\_\_\_ = \_\_\_\_\_ km @ .57 /km = \$ \_\_\_\_\_

**Paved Return** = \_\_\_\_\_ km @ .57 /km = \$ \_\_\_\_\_

**Unpaved From:** \_\_\_\_\_ **To:** \_\_\_\_\_ = \_\_\_\_\_ km @ .62 /km = \$ \_\_\_\_\_

**Unpaved Return** = \_\_\_\_\_ km @ .62 /km = \$ \_\_\_\_\_

**km COSTS SUB-TOTAL:** \_\_\_\_\_

**PUBLIC CARRIER:** From: \_\_\_\_\_ To: \_\_\_\_\_

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

**ACCOMMODATION:** No. of Nights: \_\_\_\_\_ @ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**MEALS:** Breakfast: \_\_\_\_\_ x \$17.00 (Maximum) = \$ \_\_\_\_\_

Lunch: \_\_\_\_\_ x \$19.00 (Maximum) = \$ \_\_\_\_\_

Dinner: \_\_\_\_\_ x \$27.00 (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: _____ \$ _____

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:

<i>Paved Roads:</i>	57 cents per km (July 1, 2020) and 58 cents per km (July 1, 2021)
<i>Unpaved Roads:</i>	62 cents per km (July 1, 2020) and 63 cents per km (July 1, 2021)

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

<i>Breakfast:</i>	\$17.00
<i>Lunch:</i>	\$19.00
<i>Supper:</i>	\$27.00

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
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: March 8, 2021*