



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

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

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

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

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

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

|                    |           |
|--------------------|-----------|
| FUNCTION ATTENDED: | WHERE:    |
| DATES FROM:        | DATES TO: |

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

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

GST

*Paved:* From: \_\_\_\_\_ To: \_\_\_\_\_ = \_\_\_\_\_ km @ .66 /km = \$ \_\_\_\_\_

*Paved Return* = \_\_\_\_\_ km @ .66 /km = \$ \_\_\_\_\_

*Unpaved:* From: \_\_\_\_\_ To: \_\_\_\_\_ = \_\_\_\_\_ km @ .71 /km = \$ \_\_\_\_\_

*Unpaved Return* = \_\_\_\_\_ km @ .71 /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

1 July 2024

## **TRAVEL, MEALS AND OTHER EXPENSES**

Employees travelling and using their vehicles on School District business will be reimbursed in accordance with this administrative procedure.

To maximize the use of limited travel funds, the School District expects:

- personnel travelling to a common destination or intermediate point along a common travel route, to travel together to the capacity of the vehicle used.
- School District personnel claiming expenses to use the least expensive mode of transportation.

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

| Effective Date | Paved Roads          | Unpaved Roads        |
|----------------|----------------------|----------------------|
| July 1, 2024   | \$0.66 per kilometer | \$0.71 per kilometer |

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 School District business will be paid up to a maximum of \$50.00 per night.
4. School District 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 expenditures exceeding meal allowances must be justified.
7. The School District 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/Secretary-Treasurer's expenses.
10. All expense claims for reimbursement must be submitted to the School District Office within three months of the event.

### **APPROVED POINT-TO-POINT DISTANCES**

#### **From Gold River to:**

|                             |                      |
|-----------------------------|----------------------|
| <b>Campbell River .....</b> | <b>90 kilometres</b> |
| <b>Courtenay .....</b>      | <b>137</b>           |
| <b>Duncan .....</b>         | <b>296</b>           |
| <b>Nanaimo .....</b>        | <b>245</b>           |
| <b>Parksville .....</b>     | <b>209</b>           |
| <b>Qualicum .....</b>       | <b>201</b>           |
| <b>Penticton .....</b>      | <b>668</b>           |
| <b>Kamloops.....</b>        | <b>692</b>           |
| <b>Kelowna.....</b>         | <b>729</b>           |
| <b>Tahsis .....</b>         | <b>67 unpaved</b>    |
| <b>Vancouver .....</b>      | <b>272</b>           |
| <b>Vernon .....</b>         | <b>782</b>           |
| <b>Victoria .....</b>       | <b>356</b>           |

#### **From Zeballos to:**

|                             |           |                            |
|-----------------------------|-----------|----------------------------|
| <b>Gold River.....</b>      | <b>35</b> | <b>paved / 109 unpaved</b> |
| <b>Campbell River .....</b> | <b>42</b> | <b>unpaved /170 paved</b>  |
| <b>Fair Harbour .....</b>   | <b>38</b> | <b>unpaved</b>             |
| <b>Port McNeill .....</b>   | <b>42</b> | <b>unpaved / 45 paved</b>  |