



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
(HAIDA GWAI)**

EXPENSE CLAIM FORM

INVOICE NO. _____

NAME _____

ADDRESS _____

TEL: _____

E-MAIL _____

I HEREBY CERTIFY THAT THE ABOVE CONSTITUTES EXPENSES INCURRED WHILE TRANSACTING BUSINESS OF THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE) AS PROVIDED FOR AND DETAILED IN REGULATION 2700.

Traveller's Signature _____

Date _____

PURPOSE OF EXPENSES _____

Date		Places Traveled	Personal Car Use: Distance x Rates Rate: 0.55¢	Ferry/Air Bus/Taxi	Meals			Meal Allowance Per Diem	Accommodation Costs	Miscellaneous (Car Rental, Tel, Parking, Registration Fees, etc)		Total Daily Costs
M	D				B	L	D			Cost	Description	
		From/To (enter city)	KMs: \$	\$	✓	✓	✓	\$	\$			

Receipts are required for all expenses claimed, except for meals.

GST
Claim Total

FOR DISTRICT USE ONLY

COST ACCOUNT DISTRIBUTION

	\$	
	\$	Transaction No.

PRINCIPAL/DISTRICT MANAGER'S SIGNATURE _____

REIMBURSEABLE EXPENSES

TRAVEL EXPENSE/REIMBURSEMENT POLICY

The Board shall reimburse Trustees and Staff attending functions approved by the Board or its designated officers for all reasonable expenses incurred in the attendance at the function according to these procedures.

PROCEDURE

1. Meal allowance in accordance with the Ministry of Education Group 2 Rates may be claimed.

Effective September 2, 2011									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
II	51.50	N/A	22.75	22.75	30.50	33.25	41.00	41.00	14.00

2. Accommodation will be reimbursed on the basis of total rate plus tax and non-personal telephone calls recorded. Instead of hotel accommodation costs, the Board will recognize an allowance of \$30.00 per day when staying with family or friends.
3. Acceptable travel costs will include expenses from home to site of activity and return. When a personal vehicle is used the lesser of mileage at the approved rate or return airfare will be paid. When there is a demonstrated reduction of cost by providing a U-Drive vehicle, automatic approval is provided. Reimbursement will be provided for cost of vehicle rental plus fuel.
4. Receipts are required to support all expenses except the meal allowance and gift in lieu.

MILEAGE

	Round trip KMS	Cost (0.55/km)
Masset to Old Massett	10	5.50
Masset to Tlell	118	64.90
Masset to Skidegate	204	112.20
QCC to Skidegate	22	12.10
QCC to Skidegate Landing	16	8.80
QCC to Tlell	108	59.40
QCC to Port Clements	136	74.80
QCC to Masset	226	124.30
QCC to Old Massett	236	129.80
Port Clements to Skidegate	114	62.70
Port Clements to Tlell	42	23.10
Port Clements to Masset	90	49.50
Sandspit to Alliford Bay	26	14.30
Sandspit to Skidegate Landing	26	14.30
Sandspit to Skidegate	32	17.60
Sandspit to QCC	38	20.90
Sandspit to Port Clements	148	81.40
Sandspit to Masset	238	130.90
Old Massett to Skidegate	214	117.70