



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)

Signature \_\_\_\_\_

Date \_\_\_\_\_

PURPOSE OF EXPENSES \_\_\_\_\_

Date		Places Traveled	Personal Car Use: Distance x Rates Rate: 0.64¢			Ferry/Air Bus/Taxi	Meals			Meal Allowance Per Diem	Accommodation Costs	Miscellaneous (Car Rental, Tel, Parking, Registration Fees, etc)		Total Daily Costs
M	D		KMs:	\$			B	L	D			Cost	Description	
		From/To (enter city)					✓	✓	✓	\$	\$			
												\$		

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 April 1, 2023									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
II	62.00	N/A	25.00	25.00	34.50	36.00	45.50	45.50	15.00

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 \$37.29 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 (0.64 per km)
Masset to Old Massett	10	6.40
Masset to Tlell	118	75.52
Masset to Skidegate	204	130.56
DG to Skidegate	22	14.08
DG to Skidegate Landing	16	10.24
DG to Tlell	108	69.12
DG to Port Clements	136	87.04
DG to Masset	226	144.64
DG to Old Massett	236	151.04
Port Clements to Skidegate	114	72.96
Port Clements to Tlell	42	26.88
Port Clements to Masset	90	57.60
Sandspit to Alliford Bay	26	16.64
Sandspit to Skidegate Landing	26	16.64
Sandspit to Skidegate	32	20.48
Sandspit to DG	38	24.32
Sandspit to Port Clements	148	94.72
Sandspit to Masset	238	152.32
Old Massett to Skidegate	214	136.96