



BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
(HAIDA GWAII)

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 GWAII)

Signature _____

Date _____

PURPOSE OF EXPENSES _____

Date		Places Traveled	Personal Car Use: Distance x Rates Rate: 0.72¢	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				
		From/To (enter city)	KMs: \$	\$	✓	✓	✓	\$	\$	Cost	Description
										\$	
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 allowances are in accordance with the BCSTA Rates.

Effective April 1, 2025									
	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
	67.00	N/A	15.00	20.00	32.00	35.00	52.00	47.00	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 \$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 (0.72 per km)
Masset to Old Massett	10	7.20
Masset to Tlell	118	84.96
Masset to Skidegate	204	146.88
DG to Skidegate	22	15.84
DG to Skidegate Landing	16	11.52
DG to Tlell	108	77.76
DG to Port Clements	136	97.92
DG to Masset	226	162.72
DG to Old Massett	236	169.92
Port Clements to Skidegate	114	82.08
Port Clements to Tlell	42	30.24
Port Clements to Masset	90	64.80
Sandspit to Alliford Bay	26	18.72
Sandspit to Skidegate Landing	26	18.72
Sandspit to Skidegate	32	23.04
Sandspit to DG	38	27.36
Sandspit to Port Clements	148	106.56
Sandspit to Masset	238	171.36
Old Massett to Skidegate	214	154.08