

SCHOOL DISTRICT NO. 54
EXPENSES REQUIRING REIMBURSEMENT
 (For Employees Only)

NAME: _____

POSITION: _____

DATE	PAID TO	DESC.	KM	MILEAGE (\$0.61/KM)	AIR	HOTEL	MEALS	SUPPLIES	OTHER	PST	GST	TOTAL
		TOTALS										

EMPLOYEE SIGNATURE: _____

DATE SIGNED: _____

SUPERVISOR APPROVAL: _____

For Claim Guidelines - See Reverse.

ACCOUNT NO: (Fund, Project, Func/Prog, Object, Cost Ctr.)

EXPENSE CLAIM GUIDE

Please refer to Administrative Procedures 11.310 - Travel Expenses

Mileage costs associated with approved use of a personal vehicle within SD54 and within an approximate 400 km radius will be paid at the rate of \$0.61 per km.

Mileage costs associated with the approved use of a personal vehicle to and from destinations exceeding a 400 km radius will be reimbursed at a rate of one-half the mileage rate set for within 400 km radius \$0.30 / km or the equivalent airfare costs only, whichever is lowest.

Other out of district travel expenses:

- a) Hotel - at the rate of the accommodating hotel, upon submission of original receipt/invoice, or \$80.00 per day if no receipt/invoice is submitted.
- b) Meal expenses, without receipts, outside of the district are paid as follows:
 - Breakfast - \$20.00
 - Lunch - \$25.00
 - Dinner - \$35.00
- c) Tipping costs associated with District travel may not exceed 20%.
- d) Other travel expenses will be reimbursed according to original receipts/invoices(s).

All other types of expenses will be reimbursed upon submission of original, detailed receipt/invoice(s).

If submitting a claim for a purchase made in a currency other than CAD, proof of exchange rate is also required.