

qathet School District



Out of District Travel and Expense Claim

Please attach vouchers or receipts

TRAVEL COSTS (except by private auto)					
Date (mm/dd/yy)	Carrier	From-To	Purpose	GST	Total (incl. GST)
MILEAGE COSTS (private auto)					
Date (mm/dd/yy)	KM @ Rate	From-To	Purpose	GST	Total (incl. GST)
	@ 0.64/km				
	@ 0.64/km				
	@ 0.64/km				
	@ 0.64/km				
PER DIEM (No. of days @ actual)					
Date (mm/dd/yy)	Cost up to \$55.00	Less Deductions	Purpose	GST	Total (incl. GST)
LODGING					
Date (mm/dd/yy)	Hotel/Motel	Location	Purpose	GST	Total (incl. GST)
OTHER EXPENSES					
Date (mm/dd/yy)	Description	Purpose		GST	Total (incl. GST)
CHEQUE PAYABLE TO (Please print and provide ALL initials)					
Name:	Signature:		Total amount (incl. GST):	\$	
Address:			Less advances:	\$ ()	
Approved by:			Less SD47 Card:	\$ ()	
Budget code:	Position:		Total Claim:	\$	
Date approved:			Total GST:	\$	

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Mileage and Travel

Mileage rates and other out-of-pocket expenses are paid to Trustees and Board Employees at the following rates:

FOR USE OF OWN CAR IN THE DISTRICT: 0.64-cents per kilometer (Effective July 1, 2023)

FOR TRAVEL OUTSIDE POWELL RIVER: Air fare plus taxis and limousines or actual cost (bus fare, sharing of car expenses etc., whichever is the lesser

Cost Guidelines

Payment of actual reasonable transportation costs to and from the destination with receipts to be provided. If a Trustee’s or Employee’s own vehicle is used, mileage will be paid at the rate of 64-cents per kilometer. Payment of actual reasonable costs for meals and gratuities to a maximum of \$55.00 per day. Payment of necessary registration fees. When meals are provided or included in a conference registration fee, deductions shall be at the following rates:

Breakfast	\$15.00
Lunch	\$17.00
Dinner	\$23.00

Where private accommodation is provided, a claim of up to \$50.00 per day will be allowed with no receipts required.

For Trustees: In-District mileage would be claimed only when daily business travel is in excess of 10 KM.

Method of Payment for Expenses to Trustees and Employees

Trustees and authorized Employees should pay their own hotel bills when traveling outside the District and submit receipts with claims. However, advance arrangements may be made with the Secretary-Treasurer to have the hotel invoice the District directly for actual room and tax costs only. Suitable identification cards or letters will be provided to Trustees and authorized Employees so that advantage can be taken of reduced rates where available.

Individuals should pay their own transportation costs and submit applicable receipts with claims.

Transportation costs include car mileage plus ferry fares or air transportation cost, whichever is cheaper or more reasonable in view of time spent in travel compared with additional hotel costs. Where Trustees or Officials travel together on group charter flights, costs for such flights will be billed direct to the School District.

Reasonable advances may be made on expenses, such as per diem claims for meals. Such advance, if required, must be requested before leaving and will be treated as a non-vouchered expense. Reasonable costs for other business-related expenses will be accepted after particulars are provided.