



qathet School District

In-District Expense/Travel Claim

MONTH							
(Misc)	MILEAGE COSTS (private auto)				EXPENSE CLAIM		
DAY	FROM - TO	DAILY KM ¹	OFF-ROAD KM ²	DESCRIPTION (attach receipts)	GST only	TOTAL (Incl. GST)	
1							
2							
3							
4							
5							
6							
7							
8							
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25							
26							
27							
28							
29							
30							
31							
Total Kilometres				Total Misc. Expenses (incl. GST) \$			
Name:				Total Daily Kilometres @ 0.66 ¹ \$			
Position:				Total Off-Road Kilometres @ 0.76 ² \$			
Submitted by:				Total Claim \$			
Date Submitted:				Total GST \$			
Payment will be made to your bank account and listed on your earnings statement (non-taxable)				Date Approved:			
				Approved by:			
Office Use Only				Budget Code:			
Tax Code:				Budget Code:			
Tax Code: 1-735 GST				Budget Code:			

¹ Business kilometres shall be calculated for travel between District workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the District. When an employee is required to respond to an after regular business hours emergency situation at a District site other than their regular place of work, business kilometers shall be calculated between the employee's home and the District site they were called out to. Travel to/from home or from/to the employees' regular place of work will not be reimbursed.

² Employees required to travel off road to such places as the Outdoor Learning Centre will be paid an additional \$0.10/km.