

Travel Expense Claim Outside Board Jurisdiction

Name:	Trustee/School/Department:		
Mailing Address:			
Purpose of Trip:			
Destination Address:			
Departure Date:	Time:	Return Date:	Time:
<u>TRAVEL</u>			
Automobile: _____ kilometers (Use of personal vehicle)			
Car Rental/Air/Train/Bus:			\$ _____
<u>MEALS/ACCOMMODATION</u>			
Meals:			\$ _____
Were meals provided as part of a conference, professional development session or business meeting? If yes, please indicate the number of meals provided for:			
Breakfast _____	Lunch _____	Dinner _____	
Accommodation (Including phone calls/internet connectivity, if applicable):			\$ _____
<u>OTHER</u>			
Registration Fees:			\$ _____
Other (Provide details: taxi, parking):			\$ _____

OFFICE USE ONLY			
TOTAL EXPENSES - Charge to Account No. _____			\$ _____
AMOUNT APPROVED FOR REIMBURSEMENT			\$ _____

Return the completed, signed Travel Expense Claim to Athl Admin Dave Makela with original itemized receipts attached within 30 days from the date which the expenses were incurred.

Did another organization (i.e. Ministry of Education) other than Rainbow District School Board agree to cover your expenses for attending this session?

Yes No

Submitted By: _____

Date: _____

Approved By: _____

Date: _____

Travel Expense Claim Outside Board Jurisdiction

The Board provides for the reimbursement of travel, meals and accommodation while on approved Board business.

Reimbursement for personal vehicle kilometre use will be included with Payroll deposits. All other expenses will be reimbursed by an Accounts Payable cheque or direct deposit.

TRAVEL

Personal vehicle kilometre use will be reimbursed at the rate per kilometre approved by the Board.

Shared transportation is encouraged whenever possible. Car pool drivers (with one or more passengers) will be reimbursed. One claim per vehicle for kilometres travelled will be reimbursed when travelling together to the same destination.

The most economical mode of transportation must be used. Economy Class (coach) is to be the standard option for air and train travel.

Valet parking will be reimbursed where it is the **only** option available.

MEALS

Meal expenses to a maximum of breakfast (\$10.00), lunch (\$20.00) and dinner (\$35.00) will be reimbursed. These rates include all taxes and tips/gratuities. When eligible to claim more than one meal for any day, the combined maximum rates may be allocated between the meals. For example, if eligible to claim both breakfast and lunch the combined rate is \$30.00.

Meals will not be eligible for reimbursement if meals are being provided as part of a conference, professional development session or business meeting.

ACCOMMODATION

The cost of hotel accommodations in a standard room, including taxes, will be reimbursed.

Phone calls and/or internet connectivity shall be reimbursed up to a maximum of \$20.00 per day.

Expenses including, but not limited to, the following are not eligible for reimbursement: hotel movies, mini-bar contents.

When travelling 100 kilometers or more one way for a Board activity within the Board's jurisdiction that begins at 9:00 am or earlier, hotel accommodations may be claimed at a Rainbow District School Board designated hotel.

If staying in a private residence, reimbursement of \$30.00 per night in lieu of accommodation charges may be claimed. No receipt is required.