

Travel Claim Form

Month of Travel	
_____-TR (Year YYYY) (Month MM)	Please submit <u>one per month</u> of travel Example: 2019.01-TR for Jan 2019 travel

Employee Name:		Employee Signature:	
Title & School (e.g. Teacher-PCSS):			
Phone Number:			
Address:			
City:		Postal Code:	
Reason for Travel:			

Travel Claim Details

Car: (must complete mileage detail on p. 2) _____ km @ \$.58/km \$ _____
Mileage Costs (travel by private vehicle) - if in lieu of air travel, the maximum amount claimable is limited to the cost of economy air fare between points travelled.

Air: (attach receipts) *Air travel is limited to economy class.* \$ _____

Other: taxi, etc. (attach receipts) \$ _____

Accommodation: (attach receipts - less personal items) \$ _____
Hotel - claim the actual cost of the hotel/motel Government or conference rate, less any personal items charged. Where private lodging is used in lieu of commercial accommodation, employees may claim \$20.00 per diem.

Meals: *Claim per diem rates for meals not provided.*

_____ Breakfast	@ \$10.00	\$	_____
_____ Lunch	@ \$17.00	\$	_____
_____ Dinner	@ \$23.00	\$	_____

Registration: (attach receipt) \$ _____

Other travel expenses: (attach receipts)

_____	\$	_____
_____	\$	_____
TOTAL:	\$	_____

Approved for Payment			
G/L Code:			
Approval Signature:		Date:	
Title:			

Please submit with receipts single sided to:
 Accounts Payable, School Board Office
 Phone: 250-505-7052 | Email: accounts.payable@sd8.bc.ca

One way Km from	To Creston	To Nelson
Calgary	512 km	624 km
Castlegar	124 km	41 km
Cranbrook	106 km	232 km
Cr. Bay	80 km	38 km
Creston	-----	126 km
Fernie	206 km	332 km

One way Km from	To Creston	To Nelson
Golden	356 km	482 km
Invermere	235 km	361 km
Kaslo	114 km	66 km
Kimberley	137 km	263 km
Meadow Cr	145 km	106 km

One way Km from	To Creston	To Nelson
Nelson	126 km	-----
Salmo	84 km	41 km
Spokane	235 km	237 km
Trail	126 km	67 km
Vancouver	746 km	657 km

Nelson Board Office to Schools	One Way
Adam Robertson	128 km
Brent Kennedy	27 km
Blewett	11 km
Canyon-Lister	137 km
Crawford Bay	44.5 km
Central Ed	4.5 km
Erickson	132 km

Nelson Board Office to Schools	One Way
Hume	2.5 km
Jewett	106 km
J.V. Humphries	66.5 km
L.V. Rogers	3 km
Mt. Sentinel	28 km
Prince Charles	129 km
Redfish	24 km

Nelson Board Office to Schools	One Way
Rosemont	6.5 km
Salmo Elem	45.5 km
Salmo Sec	45.5 km
South Nelson	4.5 km
Trafalgar	5.0 km
W.E. Graham	73 km
Winlaw	54 km

Mileage Claim Detail				
Date	From	To	Reason for Travel	Kms
TOTAL:				