

Employee 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):			
Reason for Travel:			
Travel Claim Details			

Car: (must complete mileage detail on p. 2) _____ km @ \$.59/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 \$30.00 per diem.

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

Dates claimed: _____ Breakfast @ \$10.00 \$ _____
 Dates claimed: _____ Lunch @ \$17.00 \$ _____
 Dates claimed: _____ 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 | Ph: 250-505-7052 | Email: accounts.payable@sd8.bc.ca

Travel Distances within School District 8 - see page 3

Out of District Travel - One way (Kms):

From:	To Creston	To Nelson
Calgary	493.8	618.1
Castlegar	123.8	44.0
Cranbrook	105.3	229.6
Crawford Bay	76.0	47.6
Creston		123.6
Fernie	201.5	325.8
Golden	351.9	397.8
Invermere	238.9	363.2

From:	To Creston	To Nelson
Kaslo	126.2	69.8
Kimberley	134.1	258.4
Meadow Creek	164.6	108.2
Nelson	123.6	
Salmo	82.9	40.8
Spokane	222.4	238.5
Trail	122.8	68.8
Vancouver	736.1	658.7

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

	SBO	AR	BL	BK	CL	CB	EE	HC	HE	JW	JV	LV	MS	PC	RF	RM	SE	SS	SN	TR	WE	WL
SBO		122.6	7.0	30.8	131.8	47.7	127.8	124.1	2.1	110.0	69.8	2.9	23.0	123.8	27.2	1.9	40.9	40.7	0.7	0.6	69.3	50.0
AR	122.6		128.4	138.6	8.9	76.2	3.9	1.6	125.0	165.9	125.7	125.7	138.7	1.5	150.1	123.6	83.1	82.0	123.0	122.6	184.7	165.4
BL	7.0	128.4		19.0	137.3	54.2	132.6	129.8	8.5	116.4	76.2	9.2	19.1	129.2	33.6	5.4	46.3	46.1	7.3	6.9	65.1	45.8
BK	30.8	138.6	19.0		147.8	70.4	143.1	140.0	24.7	132.6	92.4	25.4	0.95	139.7	49.8	22.9	57.8	57.3	23.5	23.1	46.5	27.2
CL	131.8	8.9	137.3	147.8		84.6	5.1	8.0	134.2	174.3	134.1	134.9	147.9	7.8	159.3	132.8	92.3	91.2	132.2	131.8	193.9	174.6
CB	47.7	76.2	54.2	70.4	84.6		79.7	77.7	45.7	90.2	49.9	46.0	70.3	77.3	20.7	49.8	88.8	88.6	47.7	48.4	116.4	97.0
EE	127.8	3.9	132.6	143.1	5.1	79.7		3.9	129.5	169.2	129.0	130.2	143.2	2.7	154.6	128.1	87.6	86.5	127.5	127.1	189.2	169.9
HC	124.1	1.6	129.8	140.0	8.0	77.7	3.9		126.4	167.4	127.1	127.1	140.1	1.0	151.5	125.0	84.6	83.5	124.4	124.0	186.1	166.8
HE	2.1	125.0	8.5	24.7	134.2	45.7	129.5	126.4		70.7	67.6	0.7	24.6	126.0	25.1	4.1	43.1	42.9	2.2	2.7	70.7	51.4
JW	110.0	165.9	116.4	132.6	174.3	90.2	169.2	167.4	70.7		40.6	108.1	132.5	166.9	82.9	112.0	151.0	150.8	109.9	110.5	119.1	138.3
JV	69.8	125.7	76.2	92.4	134.1	49.9	129.0	127.1	67.6	40.6		67.9	92.3	127.0	42.7	72.2	111.0	111.0	69.7	70.0	78.7	98.0
LV	2.9	125.7	9.2	25.4	134.9	46.0	130.2	127.1	0.7	108.1	67.9		25.3	126.7	25.4	4.8	43.8	43.6	2.1	2.6	71.4	50.6
MS	23.0	138.7	19.1	0.95	147.9	70.3	143.2	140.1	24.6	132.5	92.3	25.3		139.8	50.0	23.1	57.9	57.5	23.6	23.2	47.3	26.6
PC	123.8	1.5	129.2	139.7	7.8	77.3	2.7	1.0	126.0	166.9	127.0	126.7	139.8		151.1	124.6	84.2	83.1	124.1	123.6	185.8	165.0
RF	27.2	150.1	33.6	49.8	159.3	20.7	154.6	151.5	25.1	82.9	42.7	25.4	50.0	151.1		29.2	68.2	68.0	27.1	27.8	95.8	76.4
RM	1.9	123.6	5.4	22.9	132.8	49.8	128.1	125.0	4.1	112.0	72.2	4.8	23.1	124.6	29.2		41.3	41.1	2.4	2.0	69.0	49.7
SE	40.9	83.1	46.3	57.8	92.3	88.8	87.6	84.6	43.1	151.0	111.0	43.8	57.9	84.2	68.2	41.3		0.9	41.2	40.8	103.8	84.5
SS	40.7	82.0	46.1	57.3	91.2	88.6	86.5	83.5	42.9	150.8	111.0	43.6	57.5	83.1	68.0	41.1	0.9		41.0	40.6	103.3	84.0
SN	0.7	123.0	7.3	23.5	132.2	47.7	127.5	124.4	2.2	109.9	69.7	2.1	23.6	124.1	27.1	2.4	41.2	41.0		0.5	69.7	50.4
TF	0.6	122.6	6.9	23.1	131.8	48.4	127.1	124.0	2.7	110.5	70.0	2.6	23.2	123.6	27.8	2.0	40.8	40.6	0.5		69.3	50.0
WE	69.3	184.7	65.1	46.5	193.9	116.4	189.2	186.1	70.7	119.1	78.7	71.4	47.3	185.8	95.8	69.0	103.8	103.3	69.7	69.3		20.7
WL	50.0	165.4	45.8	27.2	174.6	97.0	169.9	166.8	51.4	138.3	98.0	50.6	26.6	165.0	76.4	49.7	84.5	84.0	50.4	50.0	20.7	

SBO = Board Office	AR = Adam Robertson	BL = Blewett	BK = Brent Kennedy	CL = Canyon-Lister	CB = Crawford Bay	EE = Erickson
HC = Homelinks Creston	JW = Jewett	JV = J.V. Humphries	LV = L.V. Rogers	MS = Mt. Sentinel	PC = Prince Charles	RF = Redfish
RM = Rosemont	SE = Salmo Elem.	SS = Salmo Sec.	SN = South Nelson	TR = Trafalgar	WE = W.E. Graham	WL = Winlaw