

Trustee Expense Claim Form

All claims must be submitted within 30 days. At year-end, all claims must be submitted by June 30th. Approval of claims will be the responsibility of the Secretary-Treasurer (Policy 132: Trustee Expenses).

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

Trustee Name:	Trustee Signature:
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Technology Allowance
<i>A technology allowance may be claimed of \$50.00 per month for basic cell phone and internet service.</i>

Travel Claim Details

Reason for Travel: _____ \$ _____

Car: (must complete mileage detail on p. 2) _____ km @ \$.58/km \$ _____
Mileage Costs (travel by private vehicle) - may be claimed as per current CRA rates, and if in lieu of air travel, the maximum amount claimable is limited to the cost of economy air fare between points travelled, when air travel is available and practical.

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, Trustees may claim \$30.00 per diem.

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

In District Per Diem: _____ Breakfast @ \$10.00 _____ Lunch @ \$17.00 _____ Dinner @ \$23.00	Out of District Per Diem: _____ Breakfast @ \$19.10 _____ Lunch @ \$18.90 _____ Dinner @ \$47.35
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Registration Fee: (attach receipt) \$ _____

Other Expenses: (attach receipts) \$ _____

_____ \$ _____

_____ \$ _____

TOTAL: \$ _____

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

Please submit with receipts single sided.

One way Km from	To Creston	To Nelson
Calgary	512 km	624 km
Castlegar	124 km	41 km
Cranbrook	106 km	232 km
Crawford Bay	80 km	38 km
Creston	-----	126 km
Fernie	206 km	332 km
Golden	356 km	482 km
Invermere	235 km	361 km

One way Km from	To Creston	To Nelson
Kaslo	114 km	66 km
Kimberley	137 km	263 km
Meadow Creek	145 km	106 km
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	Round Trip
Adam Robertson	128 km	256 km
Brent Kennedy	27 km	54 km
Blewett	11 km	22 km
Canyon-Lister	137 km	273 km
Crawford Bay	44.5 km	89 km
Central Ed	4.5 km	9 km
Erickson	132 km	264 km
Hume	2.5 km	5 km
Jewett	106 km	212 km
J.V. Humphries	66.5 km	133 km
L.V. Rogers	3 km	6 km

Nelson Board Office to Schools	One Way	Round Trip
Mt. Sentinel	28 km	56 km
Prince Charles	129 km	258 km
Redfish	24 km	48 km
Rosemont	6.5 km	13 km
Salmo Elem	45.5 km	91 km
Salmo Sec	45.5 km	91 km
South Nelson	4.5 km	9 km
Trafalgar	5.0 km	10 km
W.E. Graham	73 km	146 km
Winlaw	54 km	108 km

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