

## 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

<b>Trustee Name:</b>	<b>Trustee Signature:</b>
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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>

	\$ _____
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Travel Claim Details
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**Reason for Travel:** \_\_\_\_\_

**Car: (must complete mileage detail on p. 2)** \_\_\_\_\_ km @ \$.59/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.*

<b>In District Per Diem:</b>	<b>Out of District Per Diem:</b>
Dates _____ Breakfast @ \$10.00	Dates _____ Breakfast @ \$19.10 \$ _____

Dates _____ Lunch @ \$17.00	Dates _____ Lunch @ \$18.90 \$ _____
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Dates _____ Dinner @ \$23.00	Dates _____ 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.**

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
<b>TOTAL:</b>				

	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