

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: |
|----------------------|---------------------------|

| 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 @ \$.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.*

| | |
|--|--|
| In District Per Diem: Dates _____ Breakfast @ \$10.00 Dates _____ Lunch @ \$17.00 Dates _____ Dinner @ \$23.00 | Out of District Per Diem: Dates _____ Breakfast @ \$19.10 Dates _____ Lunch @ \$18.90 Dates _____ Dinner @ \$47.35 |
|--|--|

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 |
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| 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 | |

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|------------------------|---------------------|---------------------|--------------------|--------------------|---------------------|---------------|
| 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 |