

LOCATION/SCHOOL:

Agassiz/Kent/Harrison



EMPLOYEE NAME:	POSITION:
PERIOD FROM: TO:	DATE SUBMITTED:

DATE	ITEM/DESCRIPTION	GST	TOTAL
	• VEHICLE EXPENSE (Attach KM Log)		
	• EXPENSES FOR WORKSHOPS, CONFERENCES, SEMINARS, etc.		
	Activity:		
	Meals:		
	Accommodation:		
	Fares/Tolls:		
	Registration Fees:		
	Other Expenses:		
	** Receipts for expenses MUST BE attached.		
	TOTALS:	\$0.00	\$0.00

Total Expenses:

TOTAL CLAIM:

Employee Signature:

Supervisor Approval:

Account Code:	Amount:

Payment Approved

[illegible]

Travel Allowance (KM) - Return mileage from Agassiz/Kent (Harrison)

Abbotsford - 116 (132) Agassiz - 0 (16) Boston Bar - 202 (218) Burnaby/Coquitlam - 224 (240)

Chilliwack - 46 (62) Harrison - 16 (0) Richmond - 260 (276) Silver Creek - 72 (88)

Spuzzum - 132 (148) Vancouver - 260 (276) Hope - 70 (86)

NOTE: Mileage will be paid at current approved rates according to Board Policy No. 641.

Travel is to be calculated from and to the employee's normally assigned location.

Please attach all receipts for transportation (other than kilometers), accomodation, meals and other expenses.

Please indicate if you carpooled and list the names of the passengers.