

SUBMISSION OF EXPENSE ACCOUNTS

Expense accounts should be submitted to the Board Office and must include the following:

- 1 Expense accounts must be submitted within thirty (30) days.
- 2 Attached receipts for ALL expenses including:
 - a) Lodging
 - b) Transportation
 - c) Gas
 - d) Meals - In-District
- 3. Mileage DISTRICT POLICY

Rates C/P: \$
CUP: EXCLUDED 1.53
SAMPLE
KM

FROM	TO	ONE WAY	Return Amount
Cranbrook	Fernie	100	\$ 116.00
Cranbrook	Elkford	170	\$ 197.20
Cranbrook	Sparwood	132	\$ 153.12
Cranbrook	Jaffray	50	\$ 58.00
Airport	Cran Junc	11	\$ 12.76
Fernie	Elkford	70	\$ 81.20
Fernie	Sparwood	32	\$ 37.12
Fernie	Jaffray	50	\$ 58.00

SCHOOL DISTRICT NO 5 (SOUTHEAST KOOTENAY)

Refer to the back of form for mileage rates.

EXPENSE ACCOUNT STATEMENT - IN DISTRICT

EXPENSE ACCOUNTS should be completed and submitted to the Board Office WITHIN 30 DAYS OF BEING INCURRED.

HOME PHONE NUMBER

POSITION

NAME: _____ LOCATION _____

DATE	TRIP FROM - TO	KM	PURPOSE OF TRIP	CODE	TOTAL \$
Total Kilometres					
				Total Expenses:	

I Hereby Certify that the above claim is correct.

_____ Employee's Signature Date

_____ Supervisor's Signature Date

Batch
D/I
A/P
