



# FORT VERMILION SCHOOL DIVISION No. 52

## TRAVEL EXPENSE CLAIM

NAME OF CLAIMANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

DATE 20__	DEPART/ ARRIVE TIMES	DESCRIPTION OF TRIP AND OTHER EXPENSES	KILO- METERS DRIVEN	MEALS					LODGING EXPENSE	OTHER EXPENSE	OTHER TRANSPOR- TATION	
				B	L	D	Full Day	AMOUNT				
			(a)						*(b)	(c)	(d)	(e)

\* MAXIMUM ALLOWABLE CLAIM FOR MEALS:  
 \$10/Breakfast, \$15/Lunch, \$20/Dinner      TOTALS:  
 Full Day checkbox is for full day out of Division travel

- (a) MILEAGE CLAIM: \_\_\_\_\_ KM @ 50.5¢      +      \$ \_\_\_\_\_
- (b) MEAL ALLOWANCE CLAIM:      +      \$ \_\_\_\_\_
- (c) LODGING EXPENSE CLAIM:      +      \$ \_\_\_\_\_
- (d) OTHER EXPENSE CLAIM:      +      \$ \_\_\_\_\_
- (e) OTHER TRANSPORTATION CLAIM:      +      \$ \_\_\_\_\_
- LESS: ADVANCE      -      \$ \_\_\_\_\_

TOTAL EXPENSES CLAIMED BY CLAIMANT      \$ \_\_\_\_\_

**Code Accounting:**

Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____

I hereby certify that the whole of this expenditure was incurred on Divisional business and that amounts claimed have not previously been paid to me or on my behalf.

\_\_\_\_\_  
 Signature of Claimant

\_\_\_\_\_  
 APPROVED FOR PAYMENT

	BUFFALO HEAD	CALGARY	EDMONTON	FAIRVIEW	FORT VERMILION	GRANDE PRAIRIE	HIGH LEVEL	HILL CREST BLUMENORT	LA CRETE	MEANDER RIVER	PEACE RIVER	RAINBOW LAKE	ROCKY LANE	STEEN RIVER	TOMPKINS LANDING	ZAMA CITY
BUFFALO HEAD		1081	788	345	61	460	132	40	19	203	303	269	79	273	32	280
CALGARY	1081		294	834	1112 954	719	1032	1121	975 1101	1103	748	1169	1090	1173	1052	1180
EDMONTON	788	294		571	660 849 853	456	738	828	681 807	809	485	875	796	879	759	886
FAIRVIEW	345	834	571		418	115	338	390	363	409	82	475	396	479	316	486
FORT VERMILION	61	1112 954	660 849 853	418		534	80	18	42	151	376	217	24	221	93	228
GRANDE PRAIRIE	460	719	456	115	534		449	506	479	520	197	586	507	590	431	597
HIGH LEVEL	132	1032	738	338	80	449		88	113	71	296	137	58	141	100	148
HILL CREST BLUMENORT	40	1121	828	390	18	506	88		27	159	343	225	34	229	72	236
LA CRETE	19	975 1101	681 807	363	42	479	113	27		184	322	250	60	254	51	261
MEANDER RIVER	203	1103	809	409	151	520	71	159	184		367	208	129	70	171	77
PEACE RIVER	303	748	485	82	376	197	296	349	322	367		433	354	437	274	444
RAINBOW LAKE	269	1169	875	475	217	586	137	225	250	208	433		195	278	237	285
ROCKY LANE	79	1090	796	396	24	507	58	34	60	129	354	195		199	111	206
STEEN RIVER	273	1173	879	479	221	590	141	229	254	70	437	278	199		257	121
TOMPKINS LANDING	32	1052	759	316	93	431	100	72	51	171	274	237	111	257		248
ZAMA CITY	280	1180	886	486	228	597	148	236	261	77	444	285	285	121	248	