

TRAVEL EXPENSE FORM GUIDELINES

This form is to be used by Northeastern Catholic District School Board employees to report and claim reimbursement for expenses incurred during travel and for designated school/board business. Refer to Administrative Expenses policy B-9. **Please download the form and save on your desktop to complete.**

TRANSPORTATION

- Employees are expected to travel by the most reasonable form of transportation and encouraged to take advantage of time related documents.

ACCOMMODATION

- Actual cost of hotel accommodation will be reimbursed.
- Attach original receipts.

MEALS

- A maximum of \$83.00 per day will be issued for meals, when employees are away during a meal time.
- Employees shall manage within the following amounts indicated (note that all rates include taxes and gratuities).
Breakfast: \$15.00
Lunch: \$23.00
Dinner: \$45.00
- Original receipts are required.

TELEPHONE

- Telephone, fax and dataline expenses will be reimbursed if related to school/board business.
- Attach original receipts.

MISCELLANEOUS EXPENSES

- Employees will be reimbursed for school business related expenses such as registration fees, school supplies, etc., with appropriate prior approval.

APPROVALS

- Each *Reimbursement of Expense* form must be approved by the authorizing supervisor prior to submission to Accounts Payable for processing.
- It is the responsibility of the authorizing supervisor that only eligible expenses are approved.

ORIGINAL RECEIPTS

- Original receipts are required for **all** expenses with the exception of kilometers claimed for use of personal vehicles.
- Photocopies of receipts, credit card statements and interact slips are not acceptable.

DUE DATES

- Original copies of the completed *Reimbursement of Expenses* form and original receipts must be submitted to Accounts Payable within thirty (30) days of the expense.
- Please allow four (4) weeks for processing.



NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Standard Kilometer Distances – One-Way

COBALT											
19	TEMISKAMING SHORES										
66	47	ENGLEHART									
111	92	46	KIRKLAND LAKE								
230	211	165	140	TIMMINS							
198	179	133	108	72	IROQUOIS FALLS						
241	223	176	152	106	50	COCHRANE					
359	340	294	269	166	168	119	KAPUSKASING				
216	222	270	313	300	372	407	467	SUDBURY			
145	151	199	243	362	330	373	491	132	NORTH BAY		
504	510	558	602	706	687	732	850	411	360	TORONTO	

Note: Temiskaming Shores consists of the former towns of New Liskeard, Haileybury and Dymond.

For distances not listed, please use Google to determine distance.