



TRAVEL EXPENSE REPORT GUIDELINES

The *Travel Expense Report* 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 policy *T-14 Trustee Support Services* and its accompanying procedure *APT014 Trustee Support Services* for more detailed information.

YOU MUST ensure use of the most recent Travel Expense Report by downloading from the NCDSB Policy page <https://www.ncdsb.on.ca/policies.php> each time you are filing a report. DO NOT SAVE OR PRINT FOR FUTURE USE!

Reports must be completed electronically using this fillable pdf. This will ensure accurate reporting and help expedite payment processing.

TRANSPORTATION

Trustees are expected to travel by the most reasonable form of transportation.

ACCOMMODATION

- Actual cost of hotel accommodation will be reimbursed.
- Itemized receipts are required. Interact slips alone are not acceptable.

MEALS

- Reimbursement for meal expenses will be reimbursed at the established meal reimbursement rates set out below, regardless of the actual meal costs. This is a meal allowance. Taxes and gratuities are included in the meal reimbursement rates. Receipts are not required to be submitted for this allowance.
- Conference/meeting agendas **must be** submitted accordingly detailing start and end times for the day.
- Reimbursement **will not** be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.

Breakfast	\$15.00
Lunch	\$30.00
Dinner	\$60.00

MISCELLANEOUS EXPENSES

- Trustees will be reimbursed for school trustee business related expenses such as registration fees, parking, taxi, etc., with appropriate approval.
- Itemized receipts are required. Interact slips alone are not acceptable.

APPROVALS

Each Trustee Travel Expense Report form must be approved by the Chair prior to submission to Accounts Payable for processing.

It is the responsibility of the Chair to only approve eligible expenses.

DUE DATES

Copies of the completed *Travel Expense Report* and 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.