

**School District No. 85, Vancouver Island North
Travel Expense Claim**

Name: _____ School/Dept: _____ Home Phone: _____
 Address: _____ Claim Date: _____ Employee #: _____

Part A - Vehicle Travel

| Date | Destination | Reason | Paved | Gravel |
|---|-------------|--------|-------|--------|
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| | | | | |
| Total Kilometers Claimed - PART A: | | | | |

Part B - Other Expenses

Receipts required*

| Date: | | | | | | | | | Totals: |
|--|--|--|--|--|--|--|--|--|---------|
| Accommodation* | | | | | | | | | |
| Parking* | | | | | | | | | |
| Taxi/Bus/Ferry* | | | | | | | | | |
| Air Fare* | | | | | | | | | |
| Breakfast \$9.00 | | | | | | | | | |
| Lunch \$15.00 | | | | | | | | | |
| Dinner \$21.00 | | | | | | | | | |
| Misc. \$5.00 | | | | | | | | | |
| Registration* | | | | | | | | | |
| Total of Other Expenses Claimed - PART B: | | | | | | | | | |

Part A: Paved: _____ Km @ \$0.53 = _____
 Gravel: _____ Km @ \$0.58 = _____

Part B: (Attach Receipts*)
 Subtotal: _____

Less Travel Advance: ()

TOTAL CLAIM = _____

| G L Codes | Amount |
|----------------|-----------|
| | |
| | |
| | |
| | |
| Advance: 75700 | () |

I hereby certify that this claim is made on accordance with the Board Policy on travel expenses.

Claimant

Supervisor

Superintendent or S/T

School District No. 85 (Vancouver Island North)

Travel Expense Claim

Driving Distances in Kilometers

From SBO in Port Hardy (one way) to:

| | |
|--|-------|
| Port Hardy Secondary School | 1.0 |
| Eagle View Elementary School | 1.6 |
| Eke Me-Xi Learning Centre | 2.3 |
| Tacan Bus Shop | 6.6 |
| Fort Rupert Elementary School | 9.9 |
| Port Hardy Airport | 10.5 |
| Coal Harbour | 18.4 |
| Junction - Highway 19/Port Alice Road | 19.9 |
| Cheslakees Elementary School | 40.7 |
| Sunset Elementary School | 41.0 |
| North Island Secondary School | 41.4 |
| Port McNeill Ferry Terminal | 42.6 |
| Holberg | 49.4 |
| Sea View Elementary Jr. Secondary School | 54.8 |
| Woss | 103.2 |
| Campbell River (SD72 Office) | 237.3 |
| Courtenay (SD71 Office) | 283.5 |
| Qualicum | 343.8 |
| Parksville (SD69 Office) | 352.0 |
| Nanaimo (SD68 Office) | 385.2 |
| Vancouver (SD 39 Office) | 408.3 |
| Richmond (SD 38 Office) | 433.3 |
| Duncan (SD79 Office) | 436.0 |
| Sooke (SD62 Office) | 484.8 |
| Whistler | 487.0 |
| Victoria (SD 61 Office) | 493.9 |
| Seattle via Peace Arch Crossing | 629.7 |
| Kamloops (SD73 Office) | 759.0 |
| Kelowna (SD23 Office) | 798.1 |
| Penticton (SD67 Office) | 821.0 |

From NISS in Port McNeill (one way) to:

| | |
|--|-------|
| Sea View Elementary Jr. Secondary School | 52.4 |
| Campbell River (SD72 Office) | 199.8 |

Source: Drive BC (May 2017)

Distances are based on shortest routes on signed highways and do not include travel by ferry