

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	
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 @ \$0.54 = _____
 Gravel: _____ Km @ \$0.59 = _____

Part B: (Attach Receipts*)
 Subtotal: _____

Less Travel Advance: ()

TOTAL CLAIM = _____

G L Codes	Amount
Advance: 75700	()

I hereby certify that this claim is made in 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