

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

Name: \_\_\_\_\_ School/Dept: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Claim Date: \_\_\_\_\_ Employee #: \_\_\_\_\_

**Part A - Vehicle Travel**

Date	Destination	Reason	Paved	Gravel
<b>Total Kilometers Claimed - PART A:</b>				

**Part B - Other Expenses**

Receipts required\*

Date:									Totals:
Accommodation*									
Parking*									
Taxi/Bus/Ferry*									
Air Fare*									
Breakfast \$15.00									
Lunch \$20.00									
Dinner \$30.00									
Misc. \$5.00									
Registration*									
<b>Total of Other Expenses Claimed - PART B:</b>									

**Part A:** Paved: \_\_\_\_\_ Km @ \$0.58 = \_\_\_\_\_  
 Gravel: \_\_\_\_\_ Km @ \$0.63 = \_\_\_\_\_

**Part B:** (Attach Receipts\*)  
 Subtotal: \_\_\_\_\_  
 Less 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 DISTANCE IN KILOMETRES**

**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	237.3
Courtenay (SD71 Office)	283.5
Qualicum	343.8
Parksville (SD69 Office)	352.0
Nanaimo (SD68 Office)	385.2
Vancouver (SD39 Office)	408.3
Richmond (SD38 Office)	433.3
Duncan (SD79 Office)	436.0
Sooke (SD62 Office)	484.8
Whistler	487.0
Victoria (SD61 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

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

Source: Drive BC (May 2017)