

**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 @ \$0.68 = \_\_\_\_\_  
Gravel: \_\_\_\_\_ Km @ \$0.71 = \_\_\_\_\_

**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)