



**Hastings and Prince Edward  
District School Board**

**EXPENSE REPORT**

NAME \_\_\_\_\_  
(please print clearly)

MAILING ADDRESS \_\_\_\_\_

DEPARTMENT  
OR SCHOOL \_\_\_\_\_

EMPLOYEE I.D. # \_\_\_\_\_

TRIP DATE	PURPOSE & DESTINATION	AUTO REIMBURSEMENT			OTHER TRAVEL EXPENSE			PROFESSIONAL DEVELOPMENT						SUPPLIES	
		KM/ MILE	RATE	COST	MEALS	OTHER	TOTAL	KM/ MILE	RATE	COST	MEALS	HOTELS	OTHER EXPENSE		TOTAL
		<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>							

See reverse for details to complete this report.

<b>GRAND TOTAL</b>		<b>LESS ADVANCE DATED</b>		<b>NET CLAIM</b>	
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I HEREBY CERTIFY THE ABOVE STATEMENT OF MY EXPENSES TO BE CORRECT.

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal or Supervisor

\_\_\_\_\_  
Board Office Approval (Superintendent, Director, etc.)

ALLOCATION OF COSTS	Function	Object	Panel	Location	Program	AMOUNT
AUTOMOBILE REIMBURSEMENT		- 361				
		- 361				
OTHER TRAVEL EXPENSES		- 363				
		- 363				
PROFESSIONAL DEVELOPMENT TEACHING STAFF & SUPERVISORY OFFICERS		- 315				
PROFESSIONAL DEVELOPMENT NON-TEACHING STAFF		- 317				
OTHER - MISCELLANEOUS						
VENDOR #	INVOICE #				<b>TOTAL</b>	

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## NOTES

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This Expense Report is to be used by all trustees/staff making a claim for reimbursement of travel costs incurred while on approved board business.

Claims for reimbursement must be made using the "Expense Report" form or through the individual's purchasing card statement, if applicable. The claimant must sign and date the form and attach all original receipts. Credit/debit slips must be accompanied by the original receipts. The purpose of the trip must be stated and the specific budget code recorded.

All expense forms are to be reviewed and signed by the individual's supervisor and/or department head. Expense forms for the director of education will be reviewed and signed by the chair of the board while trustee forms shall be reviewed by the treasurer of the board or as designated by the director of education.

Receipts must accompany all claims. Alterations to any of the above, due to exceptional circumstances, must be approved by the director of education or designate.

### 1. Kilometrage calculations

For regular work days, the distance travelled will be calculated as follows:

- a) Travel from home to the working base is considered a personal expense and not reimbursable by the board.
- b) Employees whose duties require them to travel throughout the district will be assigned a working base from which kilometrage will be calculated.
- c) Employees required to travel to select sites on a regular daily basis may be assigned multiple working bases for purposes of kilometrage calculation.
- d) Where an employee is required to travel from home to an alternate site and the distance travelled to that site is less than the distance calculated from the working base, kilometrage will be calculated based on the shorter distance travelled.

#### 1.1 Distance calculations

The distance table posted on the board's website is to be used to calculate kilometrage between sites within the board's jurisdiction.

#### 1.2 Kilometrage rate

As per board Procedure 510 – Travel Expense Reimbursement, the rate of reimbursement for approved travel using an employee's personal vehicle will be established at the start of each school year.

1.3. The rate of reimbursement for approved travel is the board approved rate.

### Alternate modes of travel

The use of rental vehicles is recommended where it is cost effective.

### **Other modes of travel and their limits are as follows:**

- by bus, return bus fare
- by train, return comfort fare
- by air, return economy fare

### **Other travel expense**

Individuals authorized to travel outside the board's jurisdiction are eligible for reimbursement of hotel, meal and transportation costs.

Individuals working within the board's jurisdiction will be eligible for reimbursement of transportation costs at the board approved rate and as per the guidelines outlined in this administrative procedure. It is expected that the majority of travel will occur within the province of Ontario. Where travel outside the province of Ontario is considered, pre-approval must be obtained from a supervisory officer. Where international travel is considered, pre-approval must be obtained from the Director of Education.

### **Hotels**

Hotel room charges will be reimbursed for standard room charges. No additional reimbursement will be made for executive rooms/suites.

Transportation between the individual's hotel and local train station, bus station or airport is eligible for reimbursement as are necessary parking fees, fax/Internet/e-mail, business telephone calls and reasonable personal calls.

### **Meals**

Reimbursement for meals is subject to the limits as outlined in Procedure 510 – Travel Expense Reimbursement. Reimbursement of meal costs must not include reimbursement for any alcoholic beverages. Reimbursement will be made on the basis of actual receipts submitted. Receipts must contain itemized details. Meal amounts may not be claimed where meals are provided as part of a conference program. Individual per meal amounts may be claimed for those meals not provided. The cost of meals will be reimbursed up to the rate noted below and include all applicable taxes and gratuities:

Breakfast	12.00
Lunch	18.00
Dinner	<u>35.00</u>
Total	65.00

When more than one meal is claimed for any day, the claimant may allocate the combined maximum rates between the meals. For example if eating breakfast and lunch, the combined rate is \$30.00. If a receipt is lost or not available, the claimant will submit a written explanation with the claim to provide the approver with adequate information for decision making.

### **Items not reimbursable**

- a) movies/video rentals
- b) recreational costs (i.e. fitness facilities)
- c) alcoholic drinks
- d) parking fines or traffic tickets
- e) unauthorized travel

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After all approvals and signatures have been obtained, Expense Reports should be submitted by the end of each month to:

**Accounting Services**  
**Hastings and Prince Edward District School Board**  
**156 Ann Street**  
**Belleville, Ontario K8N 3L3**