



Expense Form

Name: _____ Signature: _____

Date Submitted: _____ School: _____

Mileage: Date & Description	#	km x \$0.50	\$
		km x \$0.50	
		km x \$0.50	
		km x \$0.50	
		km x \$0.50	
		km x \$0.50	
		km x \$0.50	
		km x \$0.50	
		km x \$0.50	
		km x \$0.50	
Mileage Total		km x \$0.50	

Other Expenses <i>Please attach receipts</i>	Amount	Budget Line <i>For office use</i>
Other Expenses Total		

Total Expense Claim: \$ _____

For Office Use Only

Date Received: _____ Approved: _____
 (Treasurer, President or Vice-President)

Cheque # _____ Amount: _____



Mileage Policy

1. The basic principle governing the payment of mileage is that members doing business on behalf of Upper Grand ETFO should not be out-of-pocket as a result.
2. At the same time, it is understood that members doing business on behalf of Upper Grand ETFO should not profit as a result of submitting inaccurate claims.
3. Consequently, the mileage which the Federation pays will be based on the distance travelled which is additional to what the member would normally be travelling to and from work.
4. Mileage claims shall be approved by either the President or the Vice-President prior to going to the Treasurer for payment.
5. Mileage claims submitted by the President shall be approved by the Vice-President and mileage claims submitted by the Vice-President shall be approved by the President prior to going to the Treasurer for payment.
6. In order to be both fiscally and environmentally responsible, members doing business on behalf of the Federation are encouraged to carpool whenever possible.
7. The Federation shall pay mileage to members using their own vehicles in the following circumstances:
 - a. Executive members attending monthly Executive meetings.
 - b. Stewards attending Stewards' meetings.
 - c. Executive members and Stewards attending other local Federation meetings.
 - d. Committee members attending Committee Meetings or facilitating an activity sponsored by a Committee of which the individual is a member.
 - e. The President or Vice-President doing business on behalf of the Federation.
 - f. The President or Vice-President travelling distances to and from the Upper Grand ETFO office located at Orchard Park which are in excess of 40 km/day. This provision assumes that the President/Vice-President is travelling from what was her/his residence at the time s/he was elected to the release position.
 - g. Members attending Provincial functions on behalf of the Local, not paid for by the Provincial Office.