District School Board
Ontario North East

APPENDIX A

STATEMENT OF TRAVELLING EXPENSE

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST
P. O. Box 1020
Timmins, ON P4N 7H7
Tel: (705) 360-1151
Fax: (705) 268-7100

STATEMENT OF TRAVELLING EXPENSE

Name		Address To Which Cheque Is To Be Mailed	
Workplace			
		FOR DIRECT DEPOSIT PLEASE INCLUDE YOUR EMPLOYEE#	

Date	Car/Km	Rate	Total	To & Return	Purpose	Meals	Other	Total
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
		0.58	0.00					0.00
							Due	0.00

*Please Note: Reimbursement is $0.58/km for the first 5,000 km, and $0.52/km thereafter

For Car Pool Purposes: On the line below, please print the names of the people you have car pooled with you

NOTE: Receipts for all meals and other expenses are to be submitted with this statement

I hereby certify the above statement of expenses to be correct and have not been charged on any Board visa
I confirm that I have not made a claim for any of these expenses from any other source.

Claimant's Signature *Date*

Approved by *Date*

A/P NO. _____
VENDOR NO. _____
CHEQUE NO. _____

Meal Maximums
(must have receipts)
Breakfast - $20.00
Lunch - $25.00
Dinner - $35.00

SAMPLE ONLY

Please use form as found in Document Share at: "Forms 27 Business & Financial Forms"