

**LETHBRIDGE SCHOOL DISTRICT NO. 51
TRUSTEES' TRAVEL AND EXPENSE WARRANT**

*To be submitted to the office of the Director of Finance
immediately upon return from any authorized activity.*

NAME: _____

DATES: From _____

FUNCTION OR MEETING: _____

Note: DO NOT USE THIS FORM – IT IS PROVIDED AS AN EXAMPLE OF THE EXPENSE CLAIM AMOUNTS. ACTUAL EXPENSE CLAIM IS ONLINE IN THE ADW SYSTEM.

EXPENSES:

1. MEALS:

Breakfast ___ days @ \$10.00 = \$ _____
 Lunch ___ days @ \$15.00 = \$ _____
 Dinner ___ days @ \$20.00 = \$ _____
TOTAL \$ _____

Gratuities 15% of meals..... \$ _____ \$ _____ (1)

2. HOTELS:

As per attached vouchers: \$ _____

Private Accommodation:
 ___ days @ \$20/day \$ _____ \$ _____ (2)

3. TRANSPORTATION COSTS:

(a). Economy Air Fare– Attach Receipts... \$ _____

Taxi Fares – state number of trips: \$ _____
 _____ @ _____

OR

Car Expenses ___ km @ 50.5¢ = \$ _____ \$ _____ (3)
 (See over for chart)

4. REGISTRATION FEES: \$ _____ (4)
 (Attach) approved receipt or voucher)

5. TECHNOLOGY COSTS: \$ _____ (5)
 See Over (attach approved receipt or voucher)

TOTAL EXPENSES CLAIMED \$ _____ *A
 (1+2+3+4+5)

Less: Advance \$ _____ *B

NET TOTAL TO BE PAID \$ _____

Expenses Approved: _____ (Superintendent of Schools) _____ (Employee Signature)

Per Diem Allowance:
 Honoraria - \$100.00; 50.00/half day _____ days
 Allowance – (\$50.00; 25.00/half day) _____ days

Distribution: *A 1-7010-4100-1000-32
 *B 1-0160-0000-0000-01
 Cheque No. _____

Effective Sept 1, 2008

PER DIEM ALLOWANCE is paid to Trustees for Board approved meetings, conferences and travel outside the City of Lethbridge. In accordance with the Income Tax Act, two-thirds of the allowance is taxable. A full day allowance (\$150.00) may be claimed if the total time including travel is more than six hours per day. If travel arrangements are required on the day before and/or the day after the meeting, conference or seminar, a full day or half day allowance may be claimed depending on time involved.

TRANSPORTATION

The total transportation costs to be claimed will be in accordance with the following table for major centre, which has been calculated at a rate of 50.5¢ per km inclusive of car parking. Other centres are to be based upon distance as indicated by expedia.ca.

(Return Trip)	Lethbridge > Medicine Hat.....	\$170.69
	Lethbridge > Calgary.....	\$207.05
	Lethbridge > Red Deer.....	\$355.52
	Lethbridge > Edmonton.....	\$511.06
	Lethbridge > Waterton.....	\$126.25

AIR SERVICE AT ECONOMY RATE (Vouchers Required)

OTHER PUBLIC TRANSPORTATION Bus, Airport Bus, Taxi, as per vouchers

ACCOMMODATION at actual cost for a single room (vouchers required). In lieu of accommodation expense, \$20.00 per night may be claimed without supporting vouchers.

MEAL ALLOWANCES To be paid for attendance at meetings, conferences, and school district business. If, in addition to the registration fee, an amount is paid by the Board to cover a meal or banquet, the meal allowance may not be claimed for that meal. Meals covered by registration fee may be claimed to compensate for incidental expenses incurred during the conference.

Breakfast	\$10.00
Lunch	\$15.00
Dinner	<u>\$20.00</u>
	\$45.00

TECHNOLOGY COSTS:

- Internet
- email charges:
 - Paper
 - Printer Cartridges
 - Office costs associated with school district business

OTHER EXPENSES – ACTUAL COSTS:

- Telephone charges associated with school district expenses
- Registration fees for conferences, workshops, etc.
- Entertainment costs associated with school district business will be reimbursed when accompanied with a receipt and a brief description of the occasion
- Parking

FOREIGN EXCHANGE will be paid at the actual rate incurred.

EXPENSE ADVANCE will be paid at the rate of 80% of the total estimated expenditures paid for by the Trustee.

CLAIMING PROCEDURES – Trustees will be reimbursed upon completion of the Trustees' Expense Form.