

TRAVEL & SUBSISTENCE – MEETING WITHIN DIVISION

ABOUT THE MEETING: TO BE FILLED OUT BY ORGANIZER/SUPERVISOR (Please complete prior to making copies. Hand out to meeting participants.)		PARTICIPANT INFORMATION
Meeting Name		Name
Meeting Date		School
Location		
Organizer		
GL Code		

Participant Expense Claim (Please complete immediately and hand back to organizer)													
SCHOOL BASED DISTANCE CHART – RETURN KILOMETERS (using safest route West: HWY 2/2A to 49)													
	HPE	EWP	PRS	LSC	PVO	JOUS	CJS	EGW	RMS	LSO	KIN	ERS	GPV
HPE						74.4	236	234	236	236	145.2	155	148.4
EWP						75.8	236	234	236	236	146.6	154	147.4
PRS						75.6	236	234	236	236	146.4	153.2	146.6
LSC						71.4	232	230	232	232	142.2	157.8	151.2
PVO						74.2	236	234	236	236	145.2	155.2	148.6
JOUS	\$42.41	\$43.21	\$43.09	\$40.70	\$42.29		169.2	167.4	169.4	169.2	79.2	228	220
CJS	\$134.52	\$134.52	\$134.52	\$132.24	\$134.52	\$96.44					98.8	388	382
EGW	\$133.38	\$133.38	\$133.38	\$131.10	\$133.38	\$95.42					97	386	380
RMS	\$134.52	\$134.52	\$134.52	\$132.24	\$134.52	\$96.56					98.6	388	382
LSO	\$134.52	\$134.52	\$134.52	\$132.24	\$134.52	\$96.44					98.8	388	382
KIN	\$82.76	\$83.56	\$83.56	\$81.05	\$82.76	\$45.14	\$56.32	\$55.29	\$56.20	\$56.32		298	292
ERS	\$88.35	\$87.78	\$87.32	\$89.95	\$88.46	\$129.96	\$221.16	\$220.02	\$221.16	\$221.16	\$169.86		17.4
GPV	\$84.59	\$84.02	\$83.56	\$86.18	\$84.70	\$125.40	\$217.74	\$216.60	\$217.74	\$217.74	\$166.44	\$9.92	
Distance Travelled				km		@ 0.57 ¢/km					\$		
Meals (Allowance payable only if meals taken in public restaurant)				To qualify for Breakfast Employee must leave home before 7:00 am To qualify for Supper Employee must return home after 7:00 pm			Breakfast @ \$13.00			\$			
							Lunch @ \$18.00						
							Supper @ \$28.00						
Accommodation				Hotel rooms as per voucher attached or maximum of \$50							\$		
Other											\$		
				Total Payable							\$		

Participant Signature: _____ Date: _____

Organizer Signature: _____ Date: _____