

TRAVEL & SUBSISTENCE

NAME: _____ MONTH: _____ YEAR: _____

SCHOOL: _____

DATE	LOCATION	DISTANCE	MEALS (\$)	DETAILS
	TOTALS	Km's	\$	

DISTANCE TRAVELLED Km's@ \$ 0.57 ¢/km = \$ _____

MEALS (Allowance payable only if meals taken in public restaurant.
Please refer to guidelines on the reverse)..... \$ _____

HOTEL (Receipts must be attached)..... \$ _____

OTHER (Provide details on the reverse)..... \$ _____

TRAVEL & SUBSISTENCE SUBTOTAL	\$
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Code to: _____

DUES & FEES (Receipts must be attached) \$ _____

Code to: _____

TOTAL AMOUNT \$ _____

EMPLOYEE SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DATE _____

MEAL RATES

Breakfast _____ @ \$13.00 = \$ _____ (Must leave home before 7:00 a.m.)

Lunch _____ @ \$18.00 = \$ _____

Supper _____ @ \$28.00 = \$ _____ (Must return home after 7:00 p.m.)

- Hotel rooms as per voucher attached or maximum of \$50.00.
- Air, bus, train fares as per voucher attached.
- If above vouchers attached, taxi fare may be claimed.

DETAILS (Other)

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL – Enter on reverse \$ _____