KPDSB Trustees and Appointed Members Expense Report (Policy 210)
Mileage and Out-of-Pocket Expenses to be Reimbursed

Name/Title of Claimant

Mailing Address (with Postal Code)

Enter all expenses and attach receipts as required. Enter Board VISA expenses on **2nd page of this form**. **Do not attach Board VISA receipts.**

Meal Limits: B-$15, L-$20, S-$50 Claim actual costs.

**All receipts required to claim meals

Meal Allowance B-$10, L-$12.50, S-$22.50 - no receipts required

Date m/d/y	Purpose/Details of Travel or Expenses	Vehicle (kms)	Air, Rail Bus, Taxi	Accomm. Hotel, etc.	Meals	Other (Specify)	Total

Total kms this claim		Total Out-of-Pocket Expenses	
Cumulative kms - prior claims			
Cumulative kms to date			

Vehicle Rates are $0.54/km for up to 5,000 km/yr and $0.48/km for excess kms

Kms @ $0.54		x $0.54 =	
Kms @ $0.48		x $0.48=	

Total Vehicle Claim ---------->

Total Expense Claim

Less (Identify)_____

Balance due to Claimant (or to KPDSB)

This is to certify that the expenses reported herein were incurred on KPDSB business.

Date _____

x

Signature of Claimant

1 CERTIFIES POLICY 210 COMPLIANCE

x

Signature

2 APPROVAL FOR PAYMENT

x

Signature

After obtaining approval, forward via email to Finance (Kenora) for reimbursement

Approving Authorities - Routing

Claimant	**1 Compliance**	**2 Approves Pymt**
Board Chair:	Supt of Business	DOE
Trustee:	KPDSB Chair	KPDSB Chair
Committee Member:	KPDSB Chair	KPDSB Chair
School Council Member:	Principal or SOE	SOE

Accounting Distribution (*Balance due to claimant* amount above)

Account Code	Amount

KPDSB Trustees and Appointed Members Board VISA Summary of Expenses

VISA Related Expenses associated with Expense Claim

Name/Title of Claimant ______________________________

Enter all **VISA expenses** associated with attached Expense Claim. **Do not attach purchasing card receipts.**

Meal Limits: B-$15, L-$20, S-$50 Claim actual costs.

**All receipts required to claim meals

Meal Allowance B-$10, L-$12.50, S-$22.50 - no receipts required

Date m/d/y	Purpose/Details of Travel or Expenses	Air, Rail Bus, Taxi	Accomm. Hotel, etc.	Meals	Other (Specify)	Total
					Total VISA Expenses	