

## TRUSTEE TRAVEL EXPENSE FORM GUIDELINES

This form is to be used by Northeastern Catholic District School Board trustees to report and claim reimbursement for expenses incurred during travel and for designated board business. Refer to Trustee Support Services T-14.

### TRANSPORTATION

- Trustees are expected to travel by the most reasonable form of transportation.

### ACCOMMODATION

- Actual cost of hotel accommodation will be reimbursed.
- Submit receipts.

### MEALS

- Trustees shall manage within the following amounts indicated (note that all rates include taxes and gratuities).  
Breakfast: \$15.00  
Lunch: \$23.00  
Dinner: \$45.00
- Itemized receipts are required.

### APPROVALS

- Each *Trustee Travel Expense Report* form must be approved by the Chair prior to submission to Accounts Payable for processing.
- It is the responsibility of the Chair to only approve eligible expenses.

### RECEIPTS

- Itemized receipts are required for **all** expenses with the exception of kilometers claimed for use of personal vehicles.
- Interact/Debit slips are not acceptable.

### DUE DATES

- Copies of the completed *Trustee Travel Expense Report* form and receipts must be submitted to Accounts Payable within thirty (30) days of the expense.



**NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD**

**Standard Kilometer Distances – One-Way**

<b>COBALT</b>											
19	<b>TEMISKAMING SHORES</b>										
66	47	<b>ENGLEHART</b>									
111	92	46	<b>KIRKLAND LAKE</b>								
230	211	165	140	<b>TIMMINS</b>							
198	179	133	108	72	<b>IROQUOIS FALLS</b>						
241	223	176	152	106	50	<b>COCHRANE</b>					
359	340	294	269	166	168	119	<b>KAPUSKASING</b>				
216	222	270	313	300	372	407	467	<b>SUDBURY</b>			
145	151	199	243	362	330	373	491	132	<b>NORTH BAY</b>		
504	510	558	602	706	687	732	850	411	360	<b>TORONTO</b>	

**Note: Temiskaming Shores consists of the former towns of New Liskeard, Haileybury and Dymond.**

**For distances not listed, please use Google to determine distance.**