



Kawartha Pine Ridge Elementary Teachers' Local

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EXPENSE FORM

Name: _____ School: _____

Event: _____ Date: _____

.....
Committee: _____ Task Force: _____

Attach receipts for all expenses over ten dollars (\$10.00). Please see guidelines on reverse side.

Travel Costs:

Motor Vehicle: From: _____ Total km: _____ X \$0.50 = \$ _____

carpooling:

number additional authorized passengers _____ X Total km _____ X \$0.05 = \$ _____

list of authorized passengers:

_____ **Total Motor Vehicle = \$** _____

- Please circle one
- 810 Office
 - 820 Executive
 - 830 Steward
 - 840 Committee
 - 850 Task Force

Other Expenses Incurred: [e.g. parking, child care, meals, etc. (see guidelines on reverse)]

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total other expenses = \$ _____

Office Use

Signature: _____

Total Claim: \$ _____

Budget Line: _____

Cheque #: _____

KPR ETFO Teachers' Local Guidelines for Expenses

1. General

- a) The Local will reimburse individuals authorized by the Executive to conduct business on behalf of the Local for the actual approved costs incurred.
- b) Receipts are required for reimbursement of expenses over ten dollars (\$10.00).
- c) Expenses must be submitted within 30 calendar days of the activity.
- d) A separate Expense Form must be submitted for each function or activity.
- e) The Local may establish specific expense guidelines for designated activities such as but not limited to General Meetings, Executive and Committee meetings, Professional Development activities.
- f) Expenses for General Meetings may only be claimed if the member is specifically required by the Executive to attend.

2. Meals

- a) When meals are provided at a function or activity, meal costs will not be reimbursed.
- b) Where meals are not provided, preapproval is required to claim a meal cost.

3. Travel

- a) When travelling to a Local function, the member is expected to use the most economical means of transportation possible.
- b) Reimbursement for mileage will not exceed the distance determined by standardized mapping software, which calculates the mileage based on the address of the starting point.
- c) When a member travels by motor vehicle, the member may claim an additional five cents (\$0.05) per kilometre for each additional authorized passenger.
- d) For some events, the Local may establish a set travel amount in lieu of mileage.

4. Accommodation

- a) Unless otherwise specified, accommodation costs shall be reimbursed on a shared (twin) basis.

5. Dependent Care

- a) A signed receipt from the caregiver, listing the dependents and applicable dates must be provided.
- b) Payment for child care is limited to dependents 18 years of age and under.
- c) Payment for child and adult dependent care shall not exceed thirty-five dollars (\$35.00) per meeting for the first child/adult dependent plus twenty-five dollars (\$25.00) per day for each additional child/adult dependent to a maximum of eighty-five dollars (\$85.00)
- d) Overnight care is a reimbursable expense if no caregiver would otherwise be in the home overnight.
- e) Payment for overnight care shall not exceed forty dollars (\$40.00) for the first child/adult dependent plus twenty-five dollars (\$25.00) for each additional child/adult dependent to a maximum of ninety dollars (\$90.00).