



## TRAVEL EXPENSE REPORT GUIDELINES

The *Travel Expense Report* is to be used by Northeastern Catholic District School Board employees to report and claim reimbursement for expenses incurred during travel and for designated school/board business. Refer to policy B-9 Administrative Expenses and its accompanying procedure APB009 Administrative Expenses for more detailed information.

Please ensure use of the most recent Travel Expense Report by downloading from the NCDSB Policy page <https://www.ncdsb.on.ca/policies.php> each time you are filing a report.

Reports must be completed electronically using this fillable pdf. This will ensure accurate reporting and help expedite payment processing.

### **TRANSPORTATION**

Employees are expected to travel by the most reasonable form of transportation and encouraged to take advantage of time related documents.

### **ACCOMMODATION**

- Actual cost of hotel accommodation will be reimbursed.
- Itemized receipts are required. Interact slips alone are not acceptable.

### **MEALS**

- Reimbursement for meal expenses will be reimbursed at the established meal reimbursement rates set out below, regardless of the actual meal costs. This is a meal allowance. Taxes and gratuities are included in the meal reimbursement rates. Receipts are not required to be submitted for this allowance.
- Conference/meeting agendas **must be** submitted accordingly detailing start and end times for the day.
- Reimbursement **will not** be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.

Breakfast	\$15.00
Lunch	\$30.00
Dinner	\$60.00

### **MISCELLANEOUS EXPENSES**

- Employees will be reimbursed for school business related expenses such as registration fees, school supplies, etc., with appropriate prior approval.
- Itemized receipts are required. Interact slips alone are not acceptable.

### **APPROVALS**

Each Expense Reimbursement or Travel Expense Report form must be approved by the authorizing supervisor prior to submission to Accounts Payable for processing. It is the responsibility of the authorizing supervisor to only approve eligible expenses.

### **DUE DATES**

Copies of the completed *Travel Expense Report* and receipts must be submitted to Accounts Payable within thirty (30) days of the expense. Please allow four (4) weeks for processing.



**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.**