

**ALGOMA DISTRICT SCHOOL BOARD
PROCEDURE - VEHICLE KILOMETRES CLAIM**

Claims should be submitted monthly and within 5 working days after the month end.

PURPOSE

To provide reimbursement to Board employees for kilometres driven on Board business using personal vehicles.

Section 1

Indicate name, job title, address/school/department of claimant.

Section 2

Indicate dates travelled, from location, to location, reason for travel and number of kilometres.

Section 3

Indicate the month and total kilometres claimed for the month.

Section 4

Calculate claim based on the Board's current vehicle kilometre rate.

Section 5

Signed and dated by person making claim.

Section 6

Signed and dated by Superintendent, Supervisor/Principal indicating their approval.

Section 7

Approved for processing upon verification by Business Administrative Services staff.

Section 8

Distribution of copies: * Send approved original to Business Administrative Services Department at the Sault Ste. Marie Central Office.
Make a photocopy and retain for your file.

Section 9

For Business Administrative Services use only.

*** Note:**

To avoid delays in processing of payment, please submit only original copies of the completed forms to the Business Administrative Services Department (ie. by courier, mail or drop-off). **Faxes are not accepted.** Also, please ensure that all the required information and approvals are in place.