

ALGOMA DISTRICT SCHOOL BOARD VEHICLE KILOMETRES CLAIM

PLEASE TYPE OR PRINT INFORMATION (See Reverse for Instructions)

Payable To:

Job Title:

Address, School or Department:

2	_			
Dates Travelled	From	То	Reason for Travel	# of Kilometres
3	Tatal I	Cilomotros for Month of		KMS
3 Total Kilometres for Month of:				

4 CLAIM CALCULATION

Total # of Kilometres	@ Kilometre Rate	= Total Amount Claimed & Payable				
			Business Administrative Services Use Only			
5 Requested by:		Date:	VENDOR	F	EXT.	
-	Claimant's Signature	yy-mm-dd	NO.		CKD.	
6 Approved by:		Date:	INVOICE	I	HST	7
	Immediate Supervisor/Principal	yy-mm-dd	NO.	С	ODE	/
7 Approved for Process:		Date:	ACCT. &			
	Business Administrative Services	yy-mm-dd	SCH. NO.			
8 Submit to: Business Administrative Services Department (email to ap@adsb.on.ca)		t	AMT. TO PAY			

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.