Peel Elementary Teachers' Local

Peel Elementary Teachers' Local Expense Form

COMMITTEE _____

Name of Claimant_____Location _____

A. MILEAGE (Rate .50/ km)

Please see over _____

TOTAL:$_____ (A)

B. DINNER EXPENSES (Receipts must accompany all claims here)

DATE	PARTICULARS	AMOUNT

TOTAL: $_____ (B)

C. OTHER EXPENSES (Receipts must accompany all claims here)

DATE	PARTICULARS	AMOUNT

TOTAL: $_____ (C)

AMOUNT CLAIMED (A + B + C) $_____ Chair's Signature _____

Peel Elementary Teachers' Local

Peel Elementary Teachers' Local Mileage Claim Form

Name of Claimant_____

Work Location & Address_____

FEDERATION BUSINESS_____ Home Address:_____

DATE	WORK LOCATION TO PETL EVENT TO HOME	PARTICULARS	MILEAGE
e.g. Dec. 6, 2016	*Mississauga PS → PETL Office → 123 Main St.,Brampton*	*Constitution Committee*	*26 km*

Total Mileage = _____ km x .50 = _____ TOTAL: $ _____

Claimant's Signature:_____

Approved by: _____

Guidelines for Mileage Statements

Mileage claimed is for Federation business, and is reimbursed at a rate of $0.50 per kilometre. All mileage claims must specify the point of origin to the destination, where the point of origin is assumed to be the member's normal workplace location. The claim shall include travel incurred from the workplace to the PETL Office (or other location of the Federation event) and then to the member's home. For the purpose of calculating mileage, a claimant's residence will be considered their workplace on non-school days (e.g., in the summer; on a non-school day for part-time teachers; or for a member on leave) or for full-day federation events.

Executive Officers, Executive members, and committee members are able to access taxi chits and, with receipts, are entitled to be reimbursed for taxi fare when participating in federation business. Standard adult bus fare shall also be reimbursed when participating in federation business.