 **MILEAGE EXPENSES FOR ETFO HASTINGS-PRINCE EDWARD**

 ETFO 114 Victoria Avenue, Belleville, ON K8N 2A8

Hastings-Prince Edward Phone: 1-866-962-ETFO Fax: (613) 962-4618

PAYABLE TO :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name/Business)

FORWARD TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address or School)

a) Mileage will be reimbursed for travel to and from Federation functions in which the participant is travelling farther than his/her usual distance of travel to his/her school.

b) When travelling to a Federation function in which incentive funding has been accessed, the mileage claim will be considered an expense of the function and charged to the function’s budget line.

c) Round Trip to Fed House: Bancroft $100 Madoc $36 Trent River P.S. $18 Picton $36

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date****of expense****dd/mm/yy** | **Travel** **Details****\_\_\_\_\_?\_\_\_\_\_ to \_\_\_\_\_?\_\_\_\_\_** | **and return** | **Reason** **for** **Travel** | **#****of****kms** | **# of** **kms X 0.45****$** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  | TOTAL MILEAGE CLAIM |  |  |

CLAIMANT’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For office use only**

Amount Requested by the Claimant

|  |  |
| --- | --- |
| $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Cheque #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note**: Expense claims should be submitted to the Local Treasurer within 30 days of purchase.

 Cheques will be processed upon return to the office and then mailed or couriered to claimants.