



MILEAGE EXPENSES FOR ETFO HASTINGS-PRINCE EDWARD

114 Victoria Avenue, Belleville, ON K8N 2A8

Phone: 968-3707

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 \$138 Madoc \$51 Trent River P.S. 25 Picton \$43

| | Date of expense dd/mm/yy | Travel Details _____? _____ to _____? _____ | and return ✓ | Reason for Travel | # of kms | # of kms X 0.61 \$ |
|----------------------------|-----------------------------|--|-----------------|-------------------|----------|-----------------------|
| 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.