

Expense Claim Report for ETFO DECE

Self-Directed Professional Learning (PL)

Instructions

Receipts

1. An original itemized receipt for each expenditure shall be attached to the expense claim.
2. A charge card receipt or a bank debit card receipt is not considered to be a receipt for the purpose of an expense claim unless it contains all the information that normally appears on a receipt.
3. In the absence of a receipt, other evidence of payment shall be provided. Without such evidence, the expense will not be reimbursed.

Travel and Accommodation

4. A per-kilometer travel reimbursement shall be paid to employees who use a personal vehicle for Professional Learning opportunities as outlined in the Terms of Reference. The rate shall be the base rate as established in APM A2502.
5. For Professional Learning located at the Education Centre, the reimbursement shall be the return distance from the Education Centre to the various schools. (Refer to APM A2502, APPENDIX A.);
6. For Professional Learning that is not located at the Education Centre, the reimbursement shall be limited by the lesser of:
 - 6.1 the distance actually traveled; or
 - 6.2 the distance calculated from the employee's habitual work location or other location as designated by the director.
7. Toll charges are not an eligible expense.
8. Traveling expenses cover only transportation and meals and accommodation.
 - 8.1 Charges for living expenses such as room service, minibar, laundry, valet services, newspapers or entertainment are not permitted.
9. Employees shall use the most economical and reasonable means of travel/accommodation available.
10. Employees shall make every reasonable effort to travel together in order to reduce the related expenses.

Meals

11. Reasonable meal costs incurred on approved professional development activities or board business may be claimed.
12. Where more than one person's meal is claimed, the names of the other person(s) must be indicated.
13. Alcoholic beverages may not be claimed.
14. Reasonable gratuities paid to meal servers may be claimed.

Authorizing Signature

14. The ETFO Simcoe DECE Local President is authorized to approve the expense report.