

# OSSTF Limestone District 27 – Travel Reimbursement Form

School/workplace \_\_\_\_\_

Name \_\_\_\_\_

Residence location \_\_\_\_\_

The District will pay for travel to a local OSSTF meeting/approved event for the distance that is in excess of your normal return trip from home to work. Scenarios:

- If you work at NDSS, but live in Odessa, and have a meeting at the District Office, you can claim the distance from Odessa to Kingston return.
- If you teach at GREC, but live in Kingston, and have a meeting at the District Office, no travel costs will be paid because the travel distance is your normal work travel, assuming no extra distance is travelled to attend the meeting.

Account numbers for common expense lines:

- |   |                                  |                             |
|---|----------------------------------|-----------------------------|
| 5060 – District Executive               | 5100 – District CBC              | 5420 – TBU Executive        |
| 5105 – District CPAC (Political Action) | 5130 – District Ad Hoc Committee | 5455 – TBU CBC              |
| 5115 – District ESC (Ed Services)       | 5808 – IBU Executive             | 5570 – OT Branch meetings   |
| 5140 – District SWC (Status of Women)   | 5710 – PSSP Executive            | 5520 – TBU Ad Hoc Committee |

**Mileage rates\***: single passenger = **\$0.62/km** + \$0.05 per extra passenger  
*\*Rates updated February 1, 2023 in accordance with Provincial reimbursement rates.*

Date	To / From <small>If carpooling, name of passenger(s)</small>	Distance <small>(round trip)</small>	Mileage rate <small>(see above)</small>	Cost	Expense line <small>(see above)</small>
<i>Ex. Feb 6, 2023</i>	<i>Kingston – Verona Carpooled with Joe Kerr</i>	<i>60 km</i>	<i>\$0.67</i>	<i>\$40.20</i>	<i>5060</i>

Checked and authorized by: \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_  
 Bargaining Unit President or Committee Chair

Cheque # \_\_\_\_\_

\_\_\_\_\_  
 Treasurer

Journal # \_\_\_\_\_