OSSTF Limestone District 27 – Travel Reimbursement Form - 2025

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| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | School/workplace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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

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| Mileage rates\*: single passenger = **$0.66/km** | add **$0.05/km** for each additional delegate |

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| Date | To / From  If carpooling, name of passenger(s) | Distance (round trip) | Mileage rate (see above) | Cost | Expense line (see above) |
| *Ex. Oct 12 2025* | *Kingston – Verona*  *Passenger: Joe Donald* | *60 km* | *$0.66* | *$39.60* | *5105* |
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*\*Rates updated January 2025*

Checked and authorized by: Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Bargaining Unit President or Committee Chair

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

Treasurer