

## Single Event Expense Report

**Annapolis Valley Regional School Board**

P.O. Box 340, Berwick, NS B0P 1E0

Phone: 538-4600; Fax: 538-4630

Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Title/Classification: \_\_\_\_\_

School/Worksite: \_\_\_\_\_

Date	Event	Location	A. Km from Home to Location (Return)	B. Km from Home to School/Worksite (Return)	Total Km Claimed (A – B) X \$0.4415/km	Meals	Other Expenses	TOTAL
Advances and Charges to Board (Deductions if any)								
<b>GRAND TOTAL</b>								

- Travel between your residence and your designated office or worksite shall be excluded, and shall be your responsibility.
- Travel **in excess of** the distance to and from your residence and your designated office or worksite may be claimed.
- Under normal circumstances, expenses for accommodation and meals will only be reimbursed for travel outside the Region, or when the employee is required to work two or more hours beyond the normal work day. Currently the per diem Board rate for meals is \$45 (breakfast \$10, lunch \$15, and dinner \$20). Original receipts are required.
- Your expense claims should be submitted within a month to the administrator who organized the event.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

VERIFICATION OF IMMEDIATE SUPERVISOR: \_\_\_\_\_  
*Signature* *Print name*

APPROVED BY EVENT ADMINISTRATOR: \_\_\_\_\_  
*Signature* *Print name*

ACCOUNT NUMBER(S) TO BE CHARGED: \_\_\_\_\_ DATE: \_\_\_\_\_