



## 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						
<b>TOTAL MILEAGE CLAIM</b>						▶▶

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.