



Travel Allowance Claim

INSTRUCTIONS FOR COMPLETION

Employees eligible to receive a travel allowance in accordance with relevant provisions in the Board - Teachers LINC Agreement (including extracurricular) CUPE Agreements, or Board Policy, are to complete this form on a monthly basis. Have your Principal sign and forward it directly to Administrative Services.

Employee's Name (please print):	Employee #:	Teacher _____ Substitute _____ Support _____ Service _____ Casual _____	Location (Home School)
---------------------------------	-------------	---	------------------------

In Town Travel

Date	Purpose of Trip	From	To	Number of Kilometers
Sub Total				

