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**GUIDELINES FOR COMPLETION OF THE CONFERENCE  
AND TRAVEL EXPENSE CLAIM FORM**

**ACCOUNTABLE TRAVEL ADVANCES**

1. Request for an Accountable Travel Advance shall be fully completed and approved by an individual having such authority as per the division's policy. Approval to travel out of town for Division related business must be obtained prior to departure date.
2. Travel monies shall not be advanced earlier than thirty days prior to commencement of the trip except in cases where monies are required to pre-book travel, registration costs, etc. to take advantage of discounts.
3. Travel advances will be issued in Canadian Funds only.

**CONFERENCE EXPENSE CLAIM FORM**

1. Must be completed no later than 60 days after completion of trip.
2. All expenses must be converted to Canadian dollars.
3. Attach ORIGINAL invoices for all expenses claimed; except for meals and incidentals which are covered by the composite per diem allowance.
4. The amount of the Federal Goods and Services Tax paid should be excluded from all expenses and separately entered on the appropriate line.
5. Total all expenses.
6. Subtract total monies advanced.
7. Indicate balance due to the Division or individual.

ADOPTED	REVIEWED	REVISED	PAGE
09/April/1991		11-Oct-22	1 of 2
Motion07-17-91		Motion19-04-22	

8. If due to the Division, please forward cheque payable to the St. James-Assiniboia School Division.
9. The travel expense report must be approved by an individual having such authority for the account.

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ADOPTED	REVIEWED	REVISED	PAGE
09/April/1991		11-Oct-22	2 of 2
Motion07-17-91		Motion19-04-22	