

[LABRADOR SCHOOL BOARD](#)



Central Office

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www.lsb.ca

Travel Claim Information

There are two forms:

- Travel Expense Claim Form
- Private Vehicle Usage Claim Form

The rates below are to be followed. Please note where receipts are required.

Hotel Expenses:

- Attach a copy of "paid" hotel receipt
- Claim full amount

Airfare:

- Attach a copy of "paid" receipt
- Claim full amount

Meals:

- No receipt required
- Breakfast \$7.30 (must need to leave your home before 7:00 a.m. to claim breakfast)
- Lunch \$10.95 (cannot claim if lunch is provided at the in-service session)
- Dinner \$18.25 (must arrive home after 7:00 p.m. to claim dinner)
- \$36.50 total per day

Mileage:

- A private vehicle usage form must be signed and attached if mileage is being claimed.

Private Accommodations:

- Must be "out-of-town" attendee
- No receipt required
- \$25.00 per night

Incidental Expenses:

- An overnight stay in a hotel or private accommodations as an out-of-towner is a requirement for this claim.
- \$5.00 per day

IMPORTANT NOTE:

Ensure travel claim and private vehicle usage forms are **SIGNED** and **DATED**.