

UPPER GRAND ETFO TEACHERS' LOCAL
EXPENSE FORM AS OF SEPTEMBER 25, 2007

Mileage: Date & Description

_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____
_____	kms. X 0.45 _____

Mileage Total _____ kms. X 0.45 _____

Other expenses (please attach receipts)

Date, Description & Amount

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total of Other Expenses \$ _____

Total Expenses Claimed \$ _____

Name: _____ Signature: _____

Date Submitted: _____ School: _____

<i>For Office Use Only</i>		
Date _____	Cheque # _____	Signature _____ <small>(President, Vice-President or Treasurer)</small>
Amount of Cheque: _____		

UPPER GRAND ELEMENTARY TEACHERS' LOCAL

MILEAGE POLICY

1. *The basic principle governing the payment of mileage is that members doing business on behalf of Upper Grand ETFO should not be out-of-pocket as a result.*
2. *At the same time, it is understood that members doing business on behalf of ETFO should not profit as a result of submitting inaccurate claims.*
3. *Consequently, the mileage which the Federation pays will be based on the distance travelled which is additional to what the member would normally be travelling to and from work.*
4. *Mileage claims shall be approved by either the President or the Vice-President prior to going to the Treasurer for payment.*
5. *Mileage claims submitted by the President shall be approved by the Vice-President and mileage claims submitted by the Vice-President shall be approved by the President prior to going to the Treasurer for payment.*
6. *In order to be both fiscally and environmentally responsible, members doing business on behalf of the Federation are encouraged to car pool whenever possible.*
7. *The Federation shall pay mileage to members using their own vehicles in the following circumstances:*
 - a) *Executive members attending monthly Executive Meetings;*
 - b) *Stewards attending Stewards' meetings;*
 - c) *Executive members and Stewards attending other local Federation meetings;*
 - d) *Committee members attending Committee Meetings or facilitating an activity sponsored by a Committee of which the individual is a member;*
 - e) *The President or Vice-President doing business on behalf of the Federation;*
 - f) *The President or Vice-President travelling distances to and from the Upper Grand ETFO office located at Orchard Park which are in excess of 40 km/per day. This provision assumes that the President/Vice-President is travelling from what was her/his residence at the time s/he was elected to the release position.*
 - g) *Members attending Provincial functions on behalf of the Local, not paid for by Provincial office.*