

Form 517-5 Expense Claim - Division Travel - Meetings



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Reference	AP 517 Payments
Revised	December 6, 2023
Level	Division
Submit to	Accounting
When	As Required

Claimant's Name					
Box Number (Claimant's)		Town		Postal Code	
School Name					
Check One		Teacher		Support Staff	Other (e.g., parent)

Type of Meeting or Small Group PD	
Date of Meeting or Small Group PD	
Location of Meeting or Small group PD	
List of Occupants	
Date of Claim	

Total Claim (Please refer to the Mileage Chart)

Mileage (____ kilometers return X <u>\$0.51</u> per kilometer) (Effective December 1, 2023)	\$
Meals (if applicable) (Effective October 25, 2022) - Breakfast \$15.00 - Lunch \$20.00 - Supper \$30.00	\$
Registration (if applicable)	\$
Accommodation (if applicable)	\$
ALL RECEIPTS MUST ACCOMPANY CLAIM TOTAL	\$

Note:

The authorizing signature for meetings or small group PD is typically a Division Office member (Director, Superintendent, Consultant or Supervisor) who called the meeting.

Claimant's Signature

Date

Authorizing Signature

Date

***** MILEAGE CHART EFFECTIVE DECEMBER 1, 2023 \$0.51/KM *****									
Town/School	Kindersley to One Way	Kindersley to Return	Return Trip Claim Amount	Rosetown One Way	Rosetown to Return	Return Trip Claim Amount	Outlook to One Way	Outlook to Return	Return Trip Claim Amount
Beechy via Kyle	212	424	\$216.24	130	260	\$132.60	101	202	\$103.02
via Dinsmore	197	394	\$200.94	114	228	\$116.28	via Lucky Lake		
Biggar (BCS 2000)	141	282	\$143.82	58	116	\$59.16	130	260	\$132.60
Coleville (Rossville)	32	64	\$32.64	115	230	\$117.30	187	374	\$190.74
D'Arcy	44	88	\$44.88	41	82	\$41.82	111	222	\$113.22
Davidson	246	492	\$250.92	163	326	\$166.26	89	178	\$90.78
Dinsmore	143	286	\$145.86	60	120	\$61.20	50	100	\$51.00
Eatonia (Eaton)	44	88	\$44.88	127	254	\$129.54	199	398	\$202.98
Elrose	121	242	\$123.42	40	80	\$40.80	110	220	\$112.20
							via Rosetown		
Elrose							91	182	\$92.82
							via Dinsmore		
Eston	60	120	\$61.20	92	184	\$93.84	158	316	\$161.16
	via Glidden			via Elrose			via Rosetown		
Eston				86	172	\$87.72	145	290	\$147.90
				via Brock			via Elrose		
Harris-Tessier	120	240	\$122.40	37	74	\$37.74	60	120	\$61.20
Kenaston	211	422	\$215.22	128	256	\$130.56	56	112	\$57.12
Kindersley (Elizabeth/Westberry/KCS)	0	0	\$0.00	83	166	\$84.66	155	310	\$158.10
Kyle via Rosetown	165	330	\$168.30	83	166	\$84.66	148	296	\$150.96
via Elrose/Eston	154	308	\$157.08						
Loreburn	217	434	\$221.34	134	268	\$136.68	62	124	\$63.24
Lucky Lake	202	404	\$206.04	119	238	\$121.38	71	142	\$72.42
Marengo (Westcliffe)	42	84	\$42.84	124	248	\$126.48	198	396	\$201.96
Outlook (OES/OHS)	155	310	\$158.10	72	144	\$73.44	0	0	\$0.00
Plenty (NWCS)	71	142	\$72.42	72	144	\$73.44	144	288	\$146.88
Rosetown (RCHS/WAS/Division Office)	83	166	\$84.66	0	0	\$0.00	72	144	\$73.44
Colony Schools	Kindersley to One Way	Kindersley to Return	Return Trip Claim Amount	Rosetown One Way	Rosetown to Return	Return Trip Claim Amount	Outlook to One Way	Outlook to Return	Return Trip Claim Amount
Beechy Colony	204	408	\$208.08	121	242	\$123.42	128	256	\$130.56
Big Rose Colony	124	248	\$126.48	41	82	\$41.82	121	242	\$123.42
Cherry Grove School, Loreburn Colony	232	464	\$236.64	149	298	\$151.98	77	154	\$78.54
Clear Spring Colony	206	412	\$210.12	123	246	\$125.46	54	108	\$55.08
Cleland School, Rosetown Colony	96	192	\$97.92	13	26	\$13.26	85	170	\$86.70
Dinsmore Colony	137	274	\$139.74	62	124	\$63.24	48	96	\$48.96
Eatonia Colony	72	144	\$73.44	155	310	\$158.10	277	554	\$282.54
Glidden Colony	37	74	\$37.74	120	240	\$122.40	192	384	\$195.84
Goldenvue Colony	165	330	\$168.30	82	164	\$83.64	154	308	\$157.08
Kyle Colony	143	286	\$145.86	60	120	\$61.20	135	270	\$137.70
Matador Colony	170	340	\$173.40	96	192	\$97.92	147	294	\$149.94
McGee Colony	63	126	\$64.26	20	40	\$20.40	92	184	\$93.84
Milden Colony	136	272	\$138.72	53	106	\$54.06	19	38	\$19.38
Praireland Schoool, Sovereign Colony	112	224	\$114.24	29	58	\$29.58	61	122	\$62.22
Smiley Colony	45	90	\$45.90	128	256	\$130.56	202	404	\$206.04
Springfield Colony	18	36	\$18.36	69	138	\$70.38	143	286	\$145.86
Springwater Colony	100	200	\$102.00	101	202	\$103.02	173	346	\$176.46
Valley Centre Colony	122	244	\$124.44	39	78	\$39.78	119	238	\$121.38