

**SUNRISE SCHOOL DIVISION
Monthly Claim for Expenses**

Name of Claimant: _____

Position/School _____

Address of Claimant: _____

Claim for Month/Year _____
Month

Instruction:

Submit to Finance following the last working day of each month.

1. Use Mileage rates on Reverse Side

2. Attach receipts for miscellaneous claims

Date	Destination	Description	KM	Rate	Amounts	Authorized Signature
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
TOTALS			0		\$ -	

I certify that the above is a true and correct statement of my mileage and that the mileage as shown was incurred by me entirely on Sunrise School Division business.

Claimant

Authorizing Signature if approving all expenditures

Revised October 1, 2016

Year

Account Number

Revised October 1, 2016

(All trips one way)

BEAUSEJOUR TO SUNRISE SCHOOLS

	km
Anola	30
Dugald	43
Grafton Colony	34
Gross Colony	45
Hazelridge	27
Hofer Colony	32
Lac du Bonnet	48
Oakbank	41
Powerview/Pine Falls via Stead	80
via Lac du Bonnet	92
Springwell Colony	48
Tyndall	13
Whitemouth	48
BEAUSEJOUR TO OTHER:	
Brandon	275
Gimli	93
Pinawa	56
Portage	147
Selkirk	36
Stonewall	65
Winnipeg	70
Camp Cedarwood	78
OTHER DIVISIONAL TRIPS:	
Anola to Dugald	15
Anola to Grafton	22
Anola to Hazelridge	15
Anola to Heartland	15
Anola to Oakbank	21
Anola to Richland	12
Dugald to Grafton	37
Dugald to Hazelridge	16
Dugald to Heartland	21
Dugald to Oakbank	7
Dugald to Richland	26
Grafton to Hazelridge	31
Grafton to Heartland	28
Grafton to Oakbank	42
Grafton to Richland	32
Hazelridge to Heartland	4
Hazelridge to Oakbank	12
Hazelridge to Richland	25
Heartland to Hazelridge	4
Heartland to Oakbank	16
Heartland to Richland	25
Lac du Bonnet to Powerview	45
Lac du Bonnet to Reynolds	69
Richland to Oakbank	33
Whitemouth to Lac du Bonnet	37
Whitemouth to Powerview	82