



SUNRISE SCHOOL DIVISION
Monthly Claim for School Trustee Expenses

Name of Claimant: _____

Position/School: SCHOOL TRUSTEE _____

Address of Claimant: _____

Claim for Month/Year: _____

Month/Year

Instruction:

Please fill in the form, attach receipts, sign and submit to Deborah Giesbrecht at the end of each month in-person or by email.
Refer to the *Trustee Indemnity By-Law* for rates (or the second page of this document) and submit one form per each calendar month.

Date	Destination	Description	Columns for Accounts Payable Use				Columns for Payroll Use		
			KMs	Rate	Mileage Amount	Hotel, Meal, Regist., Internet Expenses Amount	Account Number (The S.T. Department will assign this)	Per Diem Amount	Account Number (The S.T. Department will assign this)
		Internet Monthly Charge					510-50 -000-682		
									510-50 -000-313
TOTALS					\$0.00	0			0

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

TOTAL \$0.00

_____ Claimant Signature

_____ Authorizing Signature (Secretary-Treasurer)

_____ Date Reviewed

(All trips one way)

	<u>kms</u>
BEAUSEJOUR TO SUNRISE SCHOOLS	
Anola	30
Dugald	43
Garson	16
Grafton Colony	34
Gross Colony	45
Hazelridge	27
Hofer Colony	32
Lac du Bonnet	48
Oakbank	41
Reynolds	105
Powerview/Pine Falls via Stead	80
via Lac du Bonnet	92
Springwell Colony	48
Tyndall	13
Whitemouth	48
BEAUSEJOUR TO OTHER DIVISION SCHOOLS	
Brandon	275
Gimli	93
Pinawa	56
Portage	147
Selkirk	36
Stonewall	65
Winnipeg	70
Camp Cedarwood	78

	<u>kms</u>
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 Reynolds	49
Whitemouth to Powerview	82