

District 28 Expense Claim Guidelines



Expense Claims & Mileage Chart

- Here is the link to our District 28 expense claim and mileage chart:
<http://www.d28.osstf.ca/en-CA/Forms.aspx>
- Expense claims must be completed in full

Mileage

- District 28 mileage is paid at the following rates:
 - ✓ 45 cents per kilometre (if driving solo)
 - ✓ 50 cents (if driving one other eligible passenger)
 - ✓ 60 cents (if driving two or more eligible passengers).
- Passengers must be listed on the expense claim. Eligible passengers would be those who are also committee members or attendees at the event.
- Mileage does NOT require receipts. However, since mileage is paid from work to meeting to home, the home civic address and work and meeting locations must be included on the claim.

Dependent Care

- Click this link for a receipt that you can use for your Dependent Care claims:
<http://www.d28.osstf.ca/en-CA/Forms.aspx>
- The current rate is \$15.00 per hour
- Receipts must be provided and must include:
 - ✓ Date
 - ✓ Number of hours worked
 - ✓ Total amount paid
 - ✓ Signature of the care giver
- The maximum reimbursement for a day will be 10 hours, regardless of the number of dependents.
- If overnight care is needed, up to \$50 will be provided for overnight care.

Meals

- Receipts must be provided for all meals claimed.
- The current OSSTF meal rates are:
 - ✓ Breakfast: \$15
 - ✓ Lunch: \$25
 - ✓ Supper: \$50
- If you are paying for and claiming for more than just yourself on your bill, you must write, on the bill, the names of the members for whom you paid