

## **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>

### **Submitting Expense Claims**

- Expense claims must be completed in full and are required for all submissions.
- Receipts and expense claims must be clear. Please use either a scanner or a free app, like Tiny Scanner, if you need to scan.
- Expense claims and receipts can be submitted either by:
  - ✓ Sending them to Jane Grant at Arnprior District High School through the board courier; or
  - ✓ Emailing them to Jane at **Jane.Grant@d28.osstf.ca**

### **Mileage**

- Mileage is paid at the provincial OSSTF rates, as follows:
  - ✓ 64 cents per kilometre (if driving solo)
  - ✓ + 5 cents (for each additional eligible passenger)
- 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>
- Immediate family members (excluding parents & guardians) are also eligible caregivers.
- The current rate as per the provincial OSSTF Financial Handbook is \$16.55 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**

- Itemized receipts must be provided for all meals claimed.
- The current OSSTF meal rates are Breakfast: \$20, Lunch: \$30, and Supper: \$60
- Delivery fee, or mileage to pick up food, plus tax and tip can be claimed, but only up to the maximum allowable meal rate, including the cost of food.
- 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.