



## ANNUAL TRAVEL REIMBURSEMENT CLAIM FORM

Name: \_\_\_\_\_ School: \_\_\_\_\_  
PLEASE PRINT

### FSD ADDENDUM - ARTICLE 1.11 - ANNUAL TRAVEL REIMBURSEMENT

Teachers shall be reimbursed for travel expenses (excluding meals, rooms, berths, and sundry items) for one (1) round trip **per school year** from the Teacher's school locality to Winnipeg, or two (2) one-way trips from the Teacher's school locality to Winnipeg and/or from Winnipeg to the Teacher's school locality.

Reimbursement for travel expenses of Teachers in "qualified isolated communities" shall be based on the most practical economical means. Where airfare is required, the flight must be booked no less than one (1) month in advance, with departure and return dates confirmed. See Frontier Appendix #1 for means of transportation. In the case of extenuating circumstances, i.e. medical emergencies of the employee's immediate family (for Frontier it includes spouse, child or children, mother, father, legal guardian, brother, sister, grandparents, grandparents-in-law, grandchild(ren), mother-in-law and father-in-law), the one (1) month advance booking may be waived.

Reimbursement for travel expenses shall include the cost of travel for members of the Teacher's family residing with the Teacher and making the journey with the Teacher.

Teachers shall apply for such reimbursement to the office of the respective Area Superintendent. However, in no event shall an application be accepted nor processed where the application was received after August 15<sup>th</sup> for the school year ending the previous June 30<sup>th</sup> in which the travel took place.

#### School Year

Complete Round Trip

Family Included

Baggage Only

#### TOTAL COSTS

\$ \_\_\_\_\_

#### NOTES:

\_\_\_\_\_  
\_\_\_\_\_

By completing and submitting this form I certify that this trip was taken on \_\_\_\_\_ (date).

<b>EMPLOYEE SIGNATURE:</b>		<b>DATE:</b>	
----------------------------	--	--------------	--

<b>SUPERINTENDENT SIGNATURE:</b>		<b>DATE:</b>	
----------------------------------	--	--------------	--

<b>SECRETARY-TREASURER SIGNATURE:</b>		<b>DATE:</b>	
---------------------------------------	--	--------------	--