



INVOICE FOR CAR ALLOWANCE

WHILE ON SCHOOL BOARD BUSINESS

NAME: _____

ADDRESS: _____

PHONE #: _____ **POSTAL CODE:** _____

ALLOWANCE:

Teachers – .64/KM(July 01/23) _____

All Other Employees - .70/KM (Jan. 01/24) _____

CLAIM: \$ _____

Date: _____ **Signature:** _____

I HEREBY CERTIFY THAT THE MILEAGE CLAIMED IS THE TRUE MILEAGE NECESSARY TO PERFORM MY DUTIES AS AN EMPLOYEE OF SCHOOL DISTRICT NO. 52 (PRINCE RUPERT)

ACCOUNTING CODE: _____

VENDOR CODE: (Home Phone #) _____

APPROVED: _____

(Please Note: Please complete the above and submit as soon as possible after the end of each month)

6.6 MONTHLY CAR ALLOWANCE

District assigned employees who travel regularly in the performance of their duties will be paid a car allowance on an actual kilometre basis. The rate per kilometre is tied to the BC School Trustees Association rate. The maximum allowance payable will be \$280.00 per month for travel within the district.

Employees whose travel on Board business exceeds 200 km per month and who do not wish to record kilometres and claim as above, can elect to receive a **\$133.20** per month allowance, but the allowance will be added to their salary and will therefore be taxable.

Third Party Liability in the amount of \$2,000,000 must be carried for all vehicles used by employees in the performance of their duties. The cost of this additional Liability Insurance and the cost difference between either Class 001, 002, 003 - and Class 007 - (Business) will be assumed by the Board, payable once a year when claimed.

The Secretary-Treasurer is authorized to issue regulations covering the method of claiming.

Revised October 14, 2008

6.6(A) MONTHLY CAR ALLOWANCE CLAIMS

1. A record of mileage must be kept on a daily basis and the record should be available for inspection.
2. Employees qualifying for car allowances must submit a claim invoice for each month on the form prescribed (see Regulation 6.6).
3. The claim form should be submitted each month but may be submitted quarterly or semi-annually.
4. Claim forms from a previous budget year will not be accepted.