

# Travel and Cell Phone Expenses

## Kilometres

<b>RETURN FROM SCHOOL BOARD OFFICE</b>	
Carmi	4
Columbia	6
Giant's Head	38
Kaleden	29
McNicoll	5
Naramata	30
Parkway	7
Queens Park	3
Skaha Lake Middle	9
Summerland Middle	38
Summerland Secondary	36
Trout Creek	12
Uplands	4
West Bench	10
Wiltse	7

<b>BETWEEN SITES</b>	
Carmi to Columbia	2.2
Carmi to Parkway	3
Carmi to Queen's Park	3
Columbia to Kaleden	16
Columbia to Parkway	4
Columbia to Skaha Lake Middle	4.5
Columbia to West Bench	10
Columbia to Wiltse	6
Giant's Head to Kaleden	31
Giant's Head to Queen's Park	15
Giant's Head to Summerland Sec	4
Giant's Head to Trout Creek	6
Kaleden to Parkway	13
Kaleden to West Bench	18
Naramata to Parkway	19
Naramata to Skaha Lake Middle	21
Parkway to Queen's Park	3
Parkway to Summerland Middle	21
Parkway to Trout Creek	17.5
Parkway to Uplands	5
Parkway to Wiltse	3
Queen's Park to Trout Creek	8
Queen's Park to Uplands	3
Skaha Lake Middle to West Bench	8
Skaha Lake Middle to Wiltse	3.5
Summerland Sec to Trout Creek	6

### **Travel Expenses:**

Record employment related mileage on calendar or journal. Tax forms available from Canada Revenue Agency. Must get form signed by the Board Office to verify that you are required to travel for your job. The Board Office is not signing to verify accuracy.

### **Cell Phone Expenses:**

Record phone expenses on form from Canada Revenue Agency. Must get form signed by the Board Office to verify that you are required to use your phone for your job. The Board Office is not signing to verify accuracy.