

Voucher # \_\_\_\_\_  
(optional)

Ontario Secondary School Teachers' Federation  
District 7, Bluewater  
Box 57, 104 First Avenue South, Chesley, ON N0G 1L0

Date \_\_\_\_\_

## CARPOOLING MILEAGE CLAIM FORM

Date of Meeting: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

- Mileage is paid from worksite to meeting or event site, and then to the claimant's home.
- Home mailing addresses are REQUIRED; cheques will be mailed to claimants' home addresses.
- For the current mileage amount per kilometre, please refer to the OSSTF Financial Handbook.
- For more than 2 passengers, please attach additional pages.

**DRIVER's name** \_\_\_\_\_ Worksite \_\_\_\_\_

Personal, non-BWDSB **email** address \_\_\_\_\_

Home **mailing** address \_\_\_\_\_

| TO BE COMPLETED BY THE DRIVER                     | # of kilometres | current mileage rate<br>(based on # of passengers) | FOR OFFICE USE ONLY |           |
|---|-----------------|--|---------------------|-----------|
|   |                 |  | \$ Amount           | Line Item |
| Distance while driving alone:                     |                 | x \$ =   | \$                  |           |
| Distance while driving with 1 passenger:          |                 | x \$ =   | \$                  |           |
| Distance while driving with 2 or more passengers: |                 | x \$ =   | \$                  |           |

**Claimant's Signature** \_\_\_\_\_

**PASSENGER #1** \_\_\_\_\_ Worksite \_\_\_\_\_

Personal, non-BWDSB **email** address \_\_\_\_\_

Home **mailing** address \_\_\_\_\_

| TO BE COMPLETED BY PASSENGER #1 | # of kilometres | current mileage rate | FOR OFFICE USE ONLY |           |
|---------------------------------|-----------------|----------------------|---------------------|-----------|
|                                 |                 |                      | \$ Amount           | Line Item |
| Distance while driving alone:   |                 | x \$ =               | \$                  |           |

**Claimant's Signature** \_\_\_\_\_

**PASSENGER #2** \_\_\_\_\_ Worksite \_\_\_\_\_

Personal, non-BWDSB **email** address \_\_\_\_\_

Home **mailing** address \_\_\_\_\_

| TO BE COMPLETED BY PASSENGER #2 | # of kilometres | current mileage rate | FOR OFFICE USE ONLY |           |
|---------------------------------|-----------------|----------------------|---------------------|-----------|
|                                 |                 |                      | \$ Amount           | Line Item |
| Distance while driving alone:   |                 | x \$ =               | \$                  |           |

**Claimant's Signature** \_\_\_\_\_

**Bill to** (circle one)      District      ESP      OPT      OT      PSSP      TBU

**Signing Authority's Signature** \_\_\_\_\_

Vouchers must be authorized by the District or Bargaining Unit President, or Vice-President, or a Committee Chair.