



**Weekly Timetable for Intercampus Mileage
and Extended Day Per-diem**

Name: _____ Local: _____

Date: _____ Semester and Year: _____

PLEASE INDICATE BOTH THE COURSE AND SECTION NUMBER BELOW

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0800 to 1000						
1000 to 1200						
1200 to 1400						
1400 to 1600						
1600 to 1800						
1800 to 2200						

ACCOUNTING USE ONLY

MILEAGE CALCULATION:

Total Weekly KM _____ X Current Rate _____ X 15 weeks = _____ Total Allowance \$ _____

EXTENDED DAY PER-DIEM CALCULATION:

No. of Days _____ X Current Rate _____ X 15 weeks = _____ Total Allowance \$ _____

TOTAL SEMESTER ALLOWANCE \$ _____

Vendor #		Invoice #
Cost Centre	Acct. Code	Amount

INSTRUCTIONS:

- All teaching faculty are asked to complete and submit to their director, a weekly timetable (including office hours) showing the number of intercampus kilometers travelled each week.
- The following guidelines are to be used in computing intercampus mileage:
 - The first campus or satellite reported to each day will be the home* campus for that day and intercampus mileage will accumulate from that location.
 - There will be no mileage allowance for travel from the last campus to your home.
 - The allowable mileage between campuses will be:
 New Westminster to David Lam - 17 km
 New Westminster to Surrey (King George site) - 8 km
 New Westminster to Maple Ridge - 29 km
 David Lam to Surrey - 18 km
 David Lam to Maple Ridge - 19 km
- Payment of a \$8.00 extended day per-diem may be claimed each semester when a faculty member is scheduled to teach for a span of more than 8 hours, from the beginning of the first class to the end of the last class.
- The director will confirm and approve the submitted timetables and forward them to the accounting department.
- The accounting department will calculate the total intercampus mileage shown on your timetable at the current rate and/or extended day per diem and initiate a cheque to cover the entire semester .
- All other mileage, i.e. meetings, off-campus travel, special arrangements etc. will be reported monthly on a standard Expense Report Form # A1001.

Authorized Signature

Please Print Name

Cost Centre Charged: _____

Date: _____