

District 26 Expense Form (Rev – Mar 2022)

email form and scanned receipts to: office@d26.osstf.ca



Type of Release:		<input type="checkbox"/> None	<input type="checkbox"/> Full Day	<input type="checkbox"/> Other:				
		<input type="checkbox"/> Half-Day AM (includes repeat period)		<input type="checkbox"/> Half-Day PM (does not include repeat period)				
Was an Occasional Teacher (OT) hired for your replacement?				<input type="checkbox"/> Yes	<input type="checkbox"/> No			
What periods were you away from?	AM1: <input type="checkbox"/>	Repeat: <input type="checkbox"/>	AM2: <input type="checkbox"/>	PM3: <input type="checkbox"/>	PM4: <input type="checkbox"/>			
What were the periods (e.g., SST, SBI3C, Guidance)?								
What periods did the OT replace you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Payee Information:		<i>Address is only required for first time expense or for a change in address.</i>		Preference for Payment:				
<input type="checkbox"/> Check box if change of address.								
Name:			<input type="checkbox"/> Interact E-Transfer	E-mail:				
Address:			<input type="checkbox"/> Cheque by mail					
City:	Postal Code:	Direct Deposit	<input type="checkbox"/> Bank information on file	<input type="checkbox"/> Attached EFT Form or Void Cheque				
* List car-pooling passenger(s):			Signature of Claimant:					
Office Use Only	Date of Expense	Event (can list multiple events, use separate line)	Car-Pooling (km)			Mileage Amount (\$)	**Other Expenses	Totals
			Single (0.55/km)	1-Passenger (0.65/km)	Multiple (0.75/km)			
Office Use Only	Voucher #		Cheque #				JE #	
	Amount Paid:						Date:	
Notes:								
*Passengers must be eligible for mileage								
**Child Care expenses must have dated & signed receipts					D26 District Release Officer Authorization			