



SUBSTITUTE TEACHER TRAVEL ALLOWANCE FORM

Email completed form to: susan.baudin@starcatholic.ab.ca

Personal Information			
Name: _____			
Address: _____			
(If your address is not specific and uses a PO Box number, please use your physical address to confirm distance)			
Expense Information			
Date	Drayton Valley School	KMs - One Way	Amount

SIGNATURE: _____

Letters of Understanding:

Letter of Understanding – Substitute Teacher Travel Allowance – Drayton Valley Only

Effective September 1, 2023, where a substitute teacher lives further than 60 km one way from the Drayton Valley school they are to report to, the substitute teacher shall be paid a per day travel allowance as per the table below. This only applies to the first 5 consecutive teaching days in the same teaching assignment unless otherwise determined solely by the School Division to continue. This provision does not apply to teachers fulfilling duties under probationary, interim, temporary, or continuous contracts. Payment shall be made upon submission of expense claim requested no later than June 30th of each school year.

Mileage (One Way)	Total Daily Travel Allowance (Maximum Paid per day – both ways)
0 km – 60km	No Travel Allowance
61 km – 90 km	\$30.00
91 km and Over	\$40.00