



**TRAVEL INVOICE, PHASE 2 – Mileage Only  
(For Participants Attending Mandatory Training)**

Travel expenses will be reimbursed at \$.35/km. The first **80 kms** per session will **not** be reimbursed. A **minimum reimbursement of \$15 per cheque** is required, unless you are completing partial training from Phase 1. It is suggested that if you are driving to a number of training sessions, you submit your Travel Invoice when the total is \$15 or more. Travel reimbursement cheques will be made payable to the 'driver' and sent to the driver's home address.

Driver's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Child Care Centre where working: \_\_\_\_\_

**We encourage car pooling. Please list the names of your passengers:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sample:** Total distance in kilometres = 125 kms → 80 kms – no reimbursement  
45 kms @\$.35 = **\$15.75** Reimbursement

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Total Distance in kilometres \_\_\_\_\_ kms  
Distance in kilometres (over 80 kms) for reimbursement = \_\_\_\_\_ kms @ \$.35/km  
= \$ \_\_\_\_\_ Reimbursement

Signature: \_\_\_\_\_

**List training sessions attended:**

Sessions: \_\_\_\_\_

Locations: \_\_\_\_\_

Dates: \_\_\_\_\_