



# Weekly Timetable & Kilometer Report

Semester (circle one->)

Fall

Spring

Summer

# of weeks: \_\_\_\_\_ Year: \_\_\_\_\_

Faculty Member Name: \_\_\_\_\_ ID #: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8 - 9 am					
9 - 10 am					
10 - 11 am					
11 - 12 am					
12 - 1 pm					
1 - 2 pm					
2 - 3 pm					
3 - 4 pm					
4 - 5 pm					
5 - 6 pm					
6 - 7 pm					
7 - 8 pm					
8 - 9 pm					
9 - 10 pm					

Org Code \_\_\_\_\_

Approved by \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Total KM/day					
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**For Finance Department Use Only**

INDEX/ORG	ACCT	ACTV	AMT	GST

## INSTRUCTIONS

1. All teaching faculty are required to complete and submit to their manager at the end of the semester, a weekly timetable (including office hours) showing the number of intercampus kilometers traveled (one timetable per semester).
2. Please circle the appropriate semester.
3. The following guidelines are to be used in computing intercampus kilometers:
  - a. The first campus or satellite reported to each day will be the “home” campus for that day and intercampus kilometers will be accumulated from that location.
  - b. There will be no kilometer allowance for travel from the last campus to your home.
  - c. The allowable kilometers between campus will be as follows:

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
<b>From SURREY Campus to:</b>					
<i>One Way</i>	8 km	24 km	19 km	14 km	-
<i>Return</i>	16 km	48 km	38 km	28 km	-
<b>From CLOVERDALE Campus to:</b>					
<i>One Way</i>	17 km	37 km	7 km	-	14 km
<i>Return</i>	34 km	74 km	14 km	-	28 km
<b>From LANGLEY Campus to:</b>					
<i>One Way</i>	22 km	43 km	-	7 km	19 km
<i>Return</i>	44 km	86 km	-	14 km	38 km
<b>From RICHMOND Campus to:</b>					
<i>One Way</i>	34 km	-	43 km	37 km	24 km
<i>Return</i>	68 km	-	86 km	74 km	48 km
<b>From CIVIC PLAZA Campus to:</b>					
<i>One Way</i>	-	34 km	22 km	17 km	8 km
<i>Return</i>	-	68 km	44 km	34 km	16 km

4. The Manager will confirm, code and approve the submitted timetable and forward it to Financial Services via intercampus mail to:  
**Accounts Payable – Langley Campus**
5. Accounts Payable will calculate the total intercampus kilometers shown on the timetable at the current rate and reimburse to cover the entire semester. This will be done in the month following the end of the semester.
6. All other kilometers traveled (meetings, off-campus travel, etc.) is to be reported monthly on a standard Expense Report Form #A1001.