

Ferry Allowance Calculation (FAC) form
for staff in assignments at Denman and Hornby Island schools

Employee Name: _____ Month/ year: _____

Per the teacher contract and the letter of understanding with CUPE 439, staff working at Denman and Hornby schools are eligible to receive reimbursement for the cost of ferry travel to and from work (economy rate).

This allowance does not apply to staff who live on Denman (permanently or temporarily during the work week) and work at Denman school OR staff living on Hornby (permanently or temporarily during the work week) and work at Hornby school.

Ferry cost reimbursement is paid monthly for teachers/PVP or bi-weekly for support staff upon receipt of appropriate documentation in payroll. The reimbursement for ferry costs is processed through payroll in accordance with Revenue Canada rules (i.e. taxable benefit).

Calculation of ferry costs for reimbursement

Number of contact days worked when ferry was used to travel to and from work: _____

Ferry cost for passenger only: number of days _____ @ ferry fare: _____

Ferry cost for passenger/vehicle: number of days _____ @ ferry fare: _____

Total ferry cost reimbursement for this month (to be paid as a taxable ferry allowance): _____

I certify that the information submitted is accurate and that I have attached all available receipts.

Employee's signature: _____

Principal's signature: _____ Date: _____

Please send completed form with receipts to the payroll department for processing.