

## **REQUEST FOR TRAVEL ALLOWANCE (SECONDARY TEACHERS)**

Article 39 of the TBU Collective Agreement states “A Teacher who is moved by management transfer or is declared surplus according to Article 19.0, and is assigned to another school which is in excess of fifty-five kilometres (55km) from the Teacher’s former school, will be compensated with a moving/living allowance of one thousand dollars (\$1,000.) Such a payment will not be made more than twice during his/her employment with the board”.

Name: \_\_\_\_\_

New School: \_\_\_\_\_

Current/Previous School: \_\_\_\_\_

Allowance Requested: \$1,000.00

Teachers’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Please forward this application to:**

Andre Labrie, Superintendent of Human Resources  
*Limestone District School Board*  
220 Portsmouth Avenue  
Kingston, ON K7L 4X4

**Please send a copy of this application to:**

Teresa Marrello, District Officer  
*OSSTF Limestone District 27*  
735C Arlington Park Place, Unit 11  
Kingston, ON K7M 8M8