



Employee Mileage Expense Form

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.61/KM	DESCRIPTION	ACCOUNT CODING
			61		
			TOTAL		
Oct. 5/2022	31.0	0.90	18.91	Home to Guthrie School to Home - Guthrie School, School Council Meeting (after hours)	426-400-501-000-22
Oct. 6/2022	58.0	1.68	35.38	Central Office (CO) to Landing Trail School to CO - Read-In Week Guest Reader	426-400-501-000-22
Oct. 11/2022	26.0	0.76	15.86	CO to Guthrie School - Meeting	426-400-501-000-22
Oct. 13/2022	4.2	0.12	2.56	CO to Legal Public School to CO - School Tour with Alberta Education	426-400-501-000-22
Oct. 13/2022	74.0	2.15	45.14	CO to Landing Trail School to Home - Landing Trail School, School Council Meeting	426-400-501-000-22
Oct. 18/2022	52.0	1.51	31.72	CO to Guthrie School to CO - Admin Team Meetings and School Walkthrough	426-400-501-000-22
Oct. 18/2022	22.0	0.64	13.42	CO to SCHS - SCHS School Council Meeting	426-400-501-000-22
Oct. 21/2022	36.0	1.05	21.96	CO to BACS to CO - Admin Team Meetings and School Walkthrough	426-400-501-000-22
Oct. 24/2022	54.0	1.57	32.94	CO to Gibbons to CO - Admin Team Meetings and School Walkthroughs	426-400-501-000-22
TOTAL THIS PAGE	357.2	10.38	217.89		
TOTAL OF ALL PAGES			727.24		

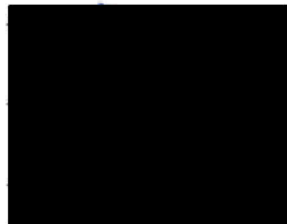
Code As:
 426-XXX-XXX-XXX-XX --
 For most staff mileage claims
 427-XXX-XXX-XXX-XX --
 For certified staff PD mileage
 428-XXX-XXX-XXX-XX --
 For uncertified staff PD

Central Office _____
 School/Location _____

Shawna Warren, Superintendent _____

 Employee Signature

Oct 31, 2022
 Date



 2022

Updated March 8, 2022

File Saved in P:\FORMS REGISTER\05 - Financial Management folder



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			61		
			TOTAL		
Oct. 24/2022	50.0	1.45	30.50	CO to Ochre Park School(OP) Ochre Park School, School Council Meeting	426 400 501 000 22
Oct. 26/2022	351.0	10.20	214.11	CO to Calgary CASS Conference	426 400 501 000 22
Oct. 28/2022	332.0	9.64	202.52	Calgary to Home Return from CASS Conference	426-400 501-000-22
Oct. 31/2022	50.0	1.45	30.50	CO to Ochre Park School Admin Team Meetings and School Walkthrough	426 400 501 000 22
Oct. 31/2022	52.0	1.51	31.72	Redwater School to CO Admin Team Meetings and School Walkthrough	426 400 501 000 22
TOTAL THIS PAGE	835.0	24.25	509.35		
TOTAL OF ALL PAGES			727.24		

Code As:

426-XXX-XXX-XXX-XX --
For most staff mileage claims

427-XXX-XXX-XXX-XX --
For certified staff PD mileage

428-XXX-XXX-XXX-XX --
For uncertified staff PD
