



# Employee Mileage Expense Form

EMPLOYEE # \_\_\_\_\_

DATE	KMS DRIVEN	GST	\$0.61/KM	DESCRIPTION	ACCOUNT CODING
			61		
			TOTAL		
Dec. 2/22	58.0	1.68	35.38	CO to Landing Trail School to CO - Attended Landing Trail is Turning 40! Celebration	426-400-501-000-22
Dec. 12/22	44.0	1.28	26.84	CO to SCHS to CO - Attended Student Advisory Committee Meeting	426-400-501-000-22
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<b>TOTAL THIS PAGE</b>	102.0	2.96	62.22		
<b>TOTAL OF ALL PAGES</b>					

Code As:

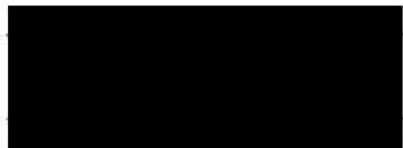
426-XXX-XXX-XXX-XX --  
For most staff mileage claims

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

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

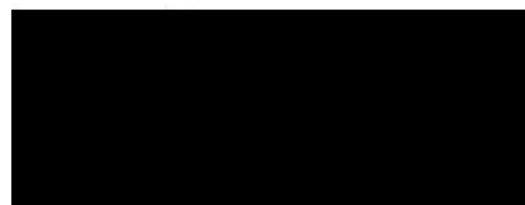
Central Office \_\_\_\_\_

School/Location \_\_\_\_\_



Jan 3, 2023

Date



Date

Updated March 8, 2022

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