



Employee Mileage Expense Form

2022-2023 School Year

EMPLOYEE # _____

| DATE | KMS DRIVEN | GST | \$0.68/KM | DESCRIPTION | ACCOUNT CODING |
|---------------------------|--------------|--------------|---------------|--|--------------------|
| | | | 68 | | |
| | | | TOTAL | | |
| Feb. 1/2023 | 36.0 | 1.17 | 24.48 | CO to OH to BACS to EMPS - Three School Walkthroughs | 426-400-501-000-22 |
| Feb. 3/2023 | 60.0 | 1.94 | 40.80 | CO to CAM to LPS to FWPS - Three School Walkthroughs | 426-400-501-000-22 |
| Feb. 7/2023 | 44.0 | 1.42 | 29.92 | CO to NAM to SCHS to CO - Two School Walkthroughs | 426-400-501-000-22 |
| Feb. 15/2023 | 104.0 | 3.37 | 70.72 | CO to Redwater to Morinville - Meeting with Town of Redwater | 426-400-501-000-22 |
| Feb. 23/2023 | 104.0 | 3.37 | 70.72 | CO to RW to OP to Morinville - Two School Walkthroughs | 426-400-501-000-22 |
| | | - | - | | |
| | | - | - | | |
| | | - | - | | |
| | | - | - | | |
| TOTAL THIS PAGE | 348.0 | 11.27 | 236.64 | | |
| TOTAL OF ALL PAGES | | | | | |

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

Date

Feb 24, 2023
Date

Updated January 3rd, 2023

\$0.68/km for first 5,000 km, \$0.62/km over 5,000 km

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