



Employee Mileage Expense Form

2022-2023 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
			TOTAL		
Feb. 7/23	44.0	1.42	29.92	To and from CO and SCHS for Review REOI Meeting	426-400-000-000-33
Feb. 14/23	44.0	1.42	29.92	To and from CO and SCHS for REOI Meeting	426-400-000-000-33
Feb. 24/23	58.0	1.88	39.44	To and from CO and Landing Trail for Joint Use Meeting	426-400-000-000-33
		-	-		
		-	-		
		-	-		
		-	-		
		-	-		
		-	-		
TOTAL THIS PAGE	146.0	4.73	99.28		
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 _____

Liliana LeVesconte _____
Employee Name _____

Employee Signature

Shawna Warren _____

Administrative Signature

Feb. 28, 2023 _____
Date

Feb 28, 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