



Employee Mileage Expense Form

2022-2023 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.61/KM	DESCRIPTION	ACCOUNT CODING
			61		
			TOTAL		
10/21/22	26.2	0.76	15.98	CO to Edmonton Military Family Resource Centre for Out of School Meeting	426-400-000-000-33
10/21/22	13.2	0.38	8.05	Edmonton Military Family Resource Centre home from Out of School Meeting	426-400-000-000-33
10/26/22	334.0	9.70	203.74	Home to Deerfoot Inn for CASS Conference	426-400-000-000-33
10/28/22	334.0	9.70	203.74	Deerfoot Inn to Home return from CASS Conference	426-400-000-000-33
	0.0	-	-		
		-	-		
		-	-		
		-	-		
		-	-		
		-	-		
TOTAL THIS PAGE	707.4	20.55	431.51		
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

Date Nov 1, 2022

Date Nov 2, 2022

Updated September 16th, 2022

\$0.61/km for first 5,000 km, \$0.55/km over 5,000 km

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