



# Employee Mileage Expense Form

2022-2023 School Year

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

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
			TOTAL		
Mar. 1/2023	26.0	0.84	17.68	CO to Guthrie - Grade 6 Classroom Guest Speaker	426-400-501-000-22
Mar. 1/2023	20.0	0.65	13.60	Guthrie to SH - Meeting at Sturgeon Heights School	426-400-501-000-22
Mar. 5/2023	36.0	1.17	24.48	WEEKEND: Home to Fantasyland Hotel to HOME - ARES Symposium	426-400-501-000-22
Mar. 7/2023	38.0	1.23	25.84	Fantasyland Hotel to CO - End of ARES Symposium and return to work	426-400-501-000-22
Mar. 13/2023	44.0	1.42	29.92	CO to SCHS to CO - Division-wide PD opening remarks	426-400-501-000-22
Mar. 22/2023	36.0	1.17	24.48	EVENING: Home to Fantasyland Hotel to Home CASS Annual Learning Conference	426-400-501-000-22
Mar. 24/2023	38.0	1.23	25.84	Edmonton to CO - Return to work after CASS Annual Learning Conference	426-400-501-000-22
		-	-		
		-	-		
TOTAL THIS PAGE			238.0	7.71	161.84
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 \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

March 29, 2023  
Date

Joe Dwyer, Board Chair \_\_\_\_\_

Administrati \_\_\_\_\_  
Administrati \_\_\_\_\_

12 2023  
Date

Updated January 3rd, 2023

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

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