



Employee Mileage Expense Form

2022-2023 School Year

EMPLOYEE # _____

| DATE | KMS DRIVEN | GST | \$0.68/KM | DESCRIPTION | ACCOUNT CODING |
|---------------------------|------------|------|-----------|---|--------------------|
| | | | 68 | | |
| Apr. 17/2023 | 58.0 | 1.88 | 39.44 | CO to LT to CO - Grip & Grin Media Release with Town of Gibbons | 426-400-501-000-22 |
| Apr. 20/2023 | 44.0 | 1.42 | 29.92 | CO to SCHS to CO - Attended Stand Up Staff Meeting | 426-400-501-000-22 |
| Apr. 24/2023 | 40.0 | 1.30 | 27.20 | Home to Winspear to Home - Sturgeon Night of Music and Fine Arts (afterhours) | 426-400-501-000-22 |
| Apr. 28/2023 | 36.0 | 1.17 | 24.48 | CO to BACS to CO - Attended Community Breakfast | 426-400-501-000-22 |
| | | - | - | | |
| | | - | - | | |
| | | - | - | | |
| | | - | - | | |
| | | - | - | | |
| TOTAL THIS PAGE | 178.0 | 5.76 | 121.04 | | |
| 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

Joe Dwyer, Board Chair

Irene Gultbars Board Vice Chair



Date _____ 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