



# Employee Mileage Expense Form

2022-2023 School Year

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

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
May 2/2023	42.0	1.36	28.56	CO to Legal to CO - School Walkthrough	426-400-501-000-22
May 11/2023	20.0	0.65	13.60	CO to LS - Landing Trail Art Show	426-400-501-000-22
May 16/2023	22.0	0.71	14.96	SCHS to CO - Travel back to Central Office after Morning Meetings at Namao/SCHS	426-400-501-000-22
May 19/2023	22.0	0.71	14.96	CO to SCHS - Attended Staff Recognition Event at Sturgeon Composite High School	426-400-501-000-22
May 30/2023	104.0	3.37	70.72	CO to Redwater to CO - School Walkthroughs x2 (RW & OP)	426-400-501-000-22
May 31/2023	54.0	1.75	36.72	CO to Gibbons to CO - School Walkthrough and Meeting at Gibbons Schools	426-400-501-000-22
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		-	-		
		-	-		
<b>TOTAL THIS PAGE</b>	<b>264.0</b>	<b>8.55</b>	<b>179.52</b>		
<b>TOTAL OF ALL PAGES</b>					

**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 \_\_\_\_\_

Irene Gibbons, Board Chair \_\_\_\_\_

[Redacted Signature Area]

Date \_\_\_\_\_ Date \_\_\_\_\_

Updated January 3rd, 2023

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

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