



# Employee Mileage Expense Form

2022-2023 School Year

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

| DATE                      | KMS DRIVEN | GST   | \$0.68/KM | DESCRIPTION  | ACCOUNT CODING     |
|---------------------------|------------|-------|-----------|--|--------------------|
|                           |            |       | 68        |  |                    |
|                           |            |       | TOTAL     |  |                    |
| Jun 10/23                 | 306.0      | 9.91  | 208.08    | From home to Westin Calgary Airport for ASBOA Conference | 426-400-000-000-33 |
| Jun 13/23                 | 306.0      | 9.91  | 208.08    | Westin Calgary Airport to home from ASBOA Conference     | 426-400-000-000-33 |
|                           |            | -     | -         |  |                    |
|                           |            | -     | -         |  |                    |
|                           |            | -     | -         |  |                    |
|                           |            | -     | -         |  |                    |
|                           |            | -     | -         |  |                    |
|                           |            | -     | -         |  |                    |
|                           |            | -     | -         |  |                    |
| <b>TOTAL THIS PAGE</b>    | 612.0      | 19.82 | 416.16    |  |                    |
| <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

Liliana LeVesconte \_\_\_\_\_  
Employee Name  
\_\_\_\_\_  
Employee Signature

Shawna Warren \_\_\_\_\_  
\_\_\_\_\_  
Administrative Signature

July 4, 2023 \_\_\_\_\_  
Date

July 4, 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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