



ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS

Employee Expense Form

2022-2023 School Year

EMPLOYEE # _____

DATE	TRANSP. EXPENSES (COST BEFORE GST)	ACCOMOD. EXPENSES (COST BEFORE GST)	MEAL EXPENSES (COST BEFORE GST)	OTHER EXPENSES (COST BEFORE GST)	GST	TOTAL	DESCRIPTION	ACCOUNT CODING
Jun 10/23			22.00		-	22.00	Supper at ASBOA Conference per diem	425-400-000-000-33
Jun 11/23			10.00			10.00	Breakfast at ASBOA Conference per diem	425-400-000-000-33
Jun 11/23			14.00			14.00	Lunch at ASBOA Conference per diem	425-400-000-000-33
						-		
						-		
						-		
						-		
						-		
						-		
TOTAL THIS PAGE	-	-	46.00	-	-	46.00		
TOTAL OF ALL PAGES								

School/Location

Liliana LeVesconte

Shawna Warren



July 4, 2023

Date

July 4, 2023

Date

Updated September 2023

File Saved in P:\FORMS REGISTER\05 - Financial Management folder

Note:

Use Employee Mileage Expense Form for all mileage expenses.