



# Employee Mileage Expense Form

2022-2023 School Year

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

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
Aug. 15/2023	195.0	6.31	132.60	CO to Red Deer: CASS Summer Conference	426-400-501-000-22
Aug. 17/2023	177.0	5.73	120.36	Red Deer to Home: Return from CASS Summer Conference	426-400-501-000-22
Aug 29/2023	22.0	0.71	14.96	SCHS to CO: Return to CO after Welcome Back Event	426-400-501-000-22
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<b>TOTAL THIS PAGE</b>	394.0	12.76	267.92		
<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

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\_\_\_\_\_

Date August 31, 2023

Date Sept 8/23

Updated January 3rd, 2023

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

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