



Employee Expense Form

2023-2024 School Year

*ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS

EMPLOYEE #

EXPENSES

DATE	DESCRIPTION (Explain Item and purpose of item: Example - Pencil crayons for Art Grade 2 Class)	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL EXPENSES		-	-	-	

MILEAGE

DATE	KM Driven \$0.68/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Sep. 7/2023	42.0	CO to Legal to CO: Attended Ice Cream Social	27.20	1.36	28.56	426-400-531-000-24
Sep. 12/2023	104.0	CO to RW to OP to CO: Meetings and School Tours	67.35	3.37	70.72	426-400-531-000-24
Sep. 14/2023	36.0	CO to CAM to CO: Meeting and School Tours	23.31	1.17	24.48	426-400-531-000-24
Sep. 20/2023	29.0	EVENING: CO to Edmonton: CASA AGM	18.78	0.94	19.72	426-400-531-000-24
Sep. 21/2023	28.0	EVENING: CO to Edmonton: ASTAC Town Hall Meeting	18.13	0.91	19.04	426-400-531-000-24
Sep. 22/2023	54.0	CO to GIB to CO: 2023 Mayors Brunch - Town of Gibbons	34.97	1.75	36.72	426-400-531-000-24
Sep. 25/2023	66.0	CO to Edmonton to CO: Attended ASBA 2023 Award Ceremony	42.74	2.14	44.88	426-400-531-000-24
TOTAL MILEAGE	359.0		232.50	11.62	244.12	

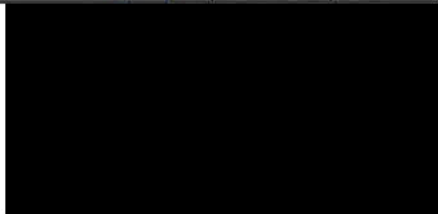
TOTAL THIS PAGE			232.50	11.62	244.12
TOTAL ALL PAGES					318.24

Central Office _____
School/Location _____

Shawna Warren _____
Employee Name _____

*Mileage Rate changes to
\$0.62/KM once yearly distance
driven exceeds 5,000 KM

Irene Gibbons _____
Supervisor Name _____



Oct 4, 2023
Date

Oct 6, 2023
Date

