



# Employee Expense Form

2023-2024 School Year

\*ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS

EMPLOYEE #

## EXPENSES

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

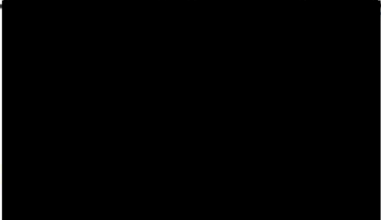
## MILEAGE

DATE	KM Driven \$0.68/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Oct. 4/2023	26.0	Guthrie to CO: Return to CO after Meetings and Tour	16.84	0.84	17.68	<del>426-400-531-000-24</del> 426-400-501-000-22
Oct. 18/2023	34.0	EVENING: CO to DoubleTree West Edmonton: PSBAA FGM	22.02	1.10	23.12	<del>426-400-531-000-24</del> 426-400-501-000-22
Oct. 30/2023	36.0	CO to BACS to CO: Reading to Grade 3 Class	23.31	1.17	24.48	<del>426-400-531-000-24</del> 426-400-501-000-22
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
<b>TOTAL MILEAGE</b>	<b>96.0</b>		<b>62.17</b>	<b>3.11</b>	<b>65.28</b>	

<b>TOTAL THIS PAGE</b>			<b>62.17</b>	<b>3.11</b>	<b>65.28</b>
<b>TOTAL ALL PAGES</b>					

Central Office \_\_\_\_\_  
 School/Location \_\_\_\_\_

Shawna Warren \_\_\_\_\_  
 Employee Name



Oct. 30, 2023  
 Date

Nov 15, 2023  
 Date

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

Irene Gibbons \_\_\_\_\_  
 Supervisor Name