



Employee Mileage Expense Form

2022-2023 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
Nov. 1/2023	351.0	11.37	238.68	Travel to Calgary: CASS Fall Conference	427-400-501-000-22
Nov. 3/2023	332.0	10.75	225.76	Travel Home from Calgary: Return after CASS Fall Conference	427-400-501-000-22
Nov. 19/2023	44.0	1.42	29.92	WEEKEND: Home to Westin Edmonton Hotel to Home: Rural Caucus Meeting	427-400-501-000-22
Nov. 21/2023	41.0	1.33	27.88	Downtown Edmonton to CO: Return to CO after ASBA Fall General Meeting	427-400-501-000-22
Nov. 21/2023	22.0	0.71	14.96	CO to SCHS: Attended SCHS Award Night	426-400-501-000-22
Nov. 28/2023	42.0	1.36	28.56	Co to NAM to CO: Student Advisory Committee	426-400-501-000-22
		-	-		
		-	-		
		-	-		
TOTAL THIS PAGE	832.0	26.94	565.76		
TOTAL OF ALL PAGES					

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 _____

November 29, 2023
Date

Nov 29, 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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