



Employee Mileage Expense Form

2023-2024 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.550/KM	DESCRIPTION	ACCOUNT CODING
			55		
			TOTAL		
Dec. 14/2023	58.0	1.52	31.90	Travel CO to LT to CO: Attended Landing Trail School Christmas Concert	426-400-501-000-22
		-	-		
		-	-		
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TOTAL THIS PAGE	58.0	1.52	31.90		
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 _____



Jan 8/24
Date

Jan 10, 2024
Date

\$0.550/km as per the 2021 Travel, Meal and Hospitality Expenses Policy