



# Employee Mileage Expense Form

2023-2024 School Year

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

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
			TOTAL		
Dec 03/23	106.4	3.45	72.35	From home to ASBOA Business Forum at Holiday Inn Nisku and back home	426-400-000-000-33
Dec 04/23	106.4	3.45	72.35	From home to ASBOA Business Forum at Holiday Inn Nisku and back home	426-400-000-000-33
Dec 05/23	106.4	3.45	72.35	From home to ASBOA Business Forum at Holiday Inn Nisku and back home	426-400-000-000-33
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<b>TOTAL THIS PAGE</b>	319.2	10.34	217.06		
<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 mileage

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

Sean Nicholson \_\_\_\_\_ Shawna Warren \_\_\_\_\_  


Jan 03/24 \_\_\_\_\_ Jan 8, 2024 \_\_\_\_\_  
Date Date

Updated January 3rd, 2023

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

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