



Employee Mileage Expense Form

2023-2024 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
			TOTAL		
Jan. 11, 2024	65.0	2.10	44.20	CO to Sturgeon Heights, Sturgeon Heights to Camilla, Camilla to CO for School Visit	426-400-000-000-33
Jan 15, 2024	22.0	0.71	14.96	SCHS to CO fro ARMIC Site Visit	426-400-000-000-33
Jan.22, 2024	37.8	1.22	25.70	CO to Bon Accord Arena and back to CO for Evacuation Meeting	426-400-000-000-33
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TOTAL THIS PAGE	124.8	4.04	84.86		
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 mileage

Central Office _____
School/Location _____

Sean Nicholson _____
Shawna Warren _____

_____ Jan 31/24 _____
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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