



Employee Mileage Expense Form

2023-2024 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.550/KM	DESCRIPTION	ACCOUNT CODING
			55		
			TOTAL		
Jan. 16/24	50.0	1.31	27.50	CO to OP: Superintendent Visit/School Tours of Redwater and Ochre Park schools	426-400-501-000-22
Jan. 16/24	50.0	1.31	27.50	EVENING: Return after EXPO as per AP435: 8. Mileage claims for employee travel from their last worksite of the day are not eligible unless their travel placed them farther from home than the distance from their home to their first worksite of the day.	426-400-501-000-22
Jan. 19/24	58.0	1.52	31.90	CO to LT to CO: Superintendent Visit/School Tour of Landing Trail School	426-400-501-000-22
Jan. 23/24	40.0	1.05	22.00	CO to LS to BACS to CO: Superintendent Visit/School Tours of BACS and Lilian Schick	426-400-501-000-22
Jan. 29/24	44.0	1.15	24.20	CO to SCHS to CO: Superintendent Attended Staff Meeting at Sturgeon Composite High School	426-400-501-000-22
Jan. 30/24	53.0	1.39	29.15	CO to NAM to GUTH to SCHS to CO: Superintendent Visit/School Tours of Namao and Guthrie. Meeting at SCHS.	426-400-501-000-22
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		-	-		
		-	-		
TOTAL THIS PAGE	295.0	7.73	162.25		
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 _____

Shawna Warren, Superintendent _____
 Irene Gibbons, Board Chair _____



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