



# Employee Mileage Expense Form

2023-2024 School Year

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

DATE	KMS DRIVEN	GST	\$0.550/KM	DESCRIPTION	ACCOUNT CODING
			TOTAL		
Feb 01/24	40.0	1.05	22.00	CO to Downtown Edmonton: Attended Concordia Job Fair	426-400-501-000-22
Feb 02/24	54.0	1.41	29.70	CO to GIB to CO: Superintendent Visit/School Tour - Gibbons School	426-400-501-000-22
Feb 05/24	21.0	0.55	11.55	LPS to CO: Superintendent Visit / School Tour - Legal Public School	426-400-501-000-22
Feb 05/24	22.0	0.58	12.10	CO to SCHS: Attended Namao/SCHS/Guthrie Stakeholder Engagement Event	426-400-501-000-22
Feb 06/24	46.0	1.20	25.30	CO to CAM/COL to CO: Superintendent Visit / School Tour - Camilla School and Morinville Colony School	426-400-501-000-22
Feb 07/24	44.0	1.15	24.20	CO to Prairie Gardens to CO: Attended ASAA Beyond Boundaries: Women in Sport Workshop and Luncheon	426-400-501-000-22
Feb 20/24	26.0	0.68	14.30	BASE TO CO: Return to Central Office after morning meeting near the Base.	426-400-501-000-22
Feb 27/24	18.0	0.47	9.90	CO to BACS: Attended Bon Accord and Legal Community Stakeholder Engagement Event	426-400-501-000-22
<b>TOTAL THIS PAGE</b>	271.0	7.10	149.05		
<b>TOTAL OF ALL PAGES</b>					

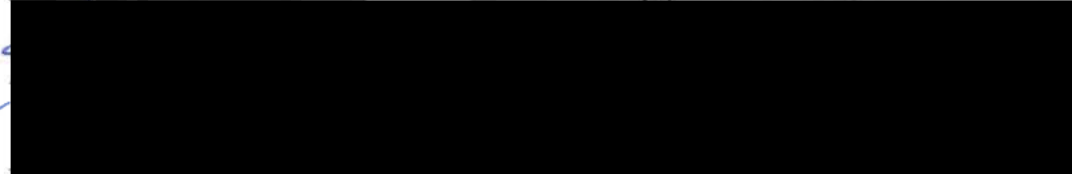
**Code As:**  
 426-XXX-XXX-XXX-XX  
 -- For most staff mileage claims  
 427-XXX-XXX-XXX-XX  
 -- For certified staff PD mileage  
 428-XXX-XXX-XXX-XX  
 -- For uncertified staff PD mileage

Central Office \_\_\_\_\_

School/Location

Shawna Warren, Superintendent

Irene Gibbons, Board Chair



Date

Date

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