



Employee Mileage Expense Form

2023-2024 School Year

Page 1

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
			TOTAL		
Feb. 2/24	21.0	0.68	14.28	From Namao School for school visit return to Central Office	426-400-000-000-33
Feb. 5/24	2.0	0.06	1.36	From Gibbons School for school visit to Landing Trail School	426-400-000-000-33
Feb 05/24	29.0	0.94	19.72	Landing Trail School for school visit return to Central Office	426-400-000-000-33
Feb.07/24	2.0	0.06	1.36	From Bon Accord School for school visit to Lilian Schick School	426-400-000-000-33
Feb.07/24	20.0	0.65	13.60	Lilian Schick School for school visit return to Central Office	426-400-000-000-33
Feb 12/24	27.0	0.87	18.36	Central Office to Sturgeon Learning Centre Gibbons for school visit	426-400-000-000-33
Feb 12/24	11.0	0.36	7.48	Sturgeon Learning Centre Gibbons to Oak Hill Ranch for school visit	426-400-000-000-33
Feb 12/24	24.0	0.78	16.32	Oak Hill Ranch to Guthrie School for school visit	426-400-000-000-33
TOTAL THIS PAGE			136.0	4.40	92.48
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 _____



Feb 26/24 _____

Feb 26, 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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Employee Mileage Expense Form

2023-2024 School Year

Page 2

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
			TOTAL		
Continued	136.0	4.40	92.48	Continued from Page 1	426-400-000-000-33
Feb. 12/24	26.0	0.84	17.68	Guthrie School return to Central Office	426-400-000-000-33
Feb 12/24	21.0	0.68	14.28	Central Office to Namao School for Parent Council Meeting	426-400-000-000-33
Feb 15/24	52.0	1.68	35.36	Central Office to Redwater School for school visit	426-400-000-000-33
Feb 15/24	2.0	0.06	1.36	Redwater School to Ochre Park School for school visit	426-400-000-000-33
Feb 15/24	50.0	1.62	34.00	Ochre Park School return to Central Office	426-400-000-000-33
		-	-		
		-	-		
		-	-		
TOTAL THIS PAGE	287.0	9.29	195.16		
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

Employee Signature

Approving PD Signature

Feb 26/24
Date

Feb 26, 2024
Date

Updated January 3rd, 2023

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

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