



Employee Mileage Expense Form

2023-2024 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.68/KM	DESCRIPTION	ACCOUNT CODING
			68		
			TOTAL		
Mar. 1/24	26.0	0.84	17.68	CO to Guthrie for meeting with Principal	426-400-000-000-33
March 7/24	21.0	0.68	14.28	CO to Sturgeon Heights to attend COSC meeting	426-400-000-000-33
Mar 08/24	42.6	1.38	28.97	CO to 60 ASBOA Zone 2 meeting and return to CO	426-400-000-000-33
Mar 13/24	38.0	1.23	25.84	CO to Town of Bon Accord for meeting and return to CO	426-400-000-000-33
Mar 14/24	115.0	3.72	78.20	CO to Parkland School Division for meeting and return to CO	426-400-000-000-33
Mar 26/24	36.0	1.17	24.48	CO to Redwater Arena for meeting and return to CO	426-400-000-000-33
	0.0	-	-		
		-	-		
		-	-		
TOTAL THIS PAGE	278.6	9.02	189.45		
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 _____
Employee Signature

Shawna Warren _____
Administrative Signature

Apr 03/24 _____
Date

April 8, 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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