



Employee Mileage Expense Form

2023-2024 School Year

EMPLOYEE # _____

DATE	KMS DRIVEN	GST	\$0.550/KM	DESCRIPTION	ACCOUNT CODING
			55		
			TOTAL		
Mar 03/24	40.0	1.05	22.00	WEEKEND: Home to River Cree Casino to Home : Alberta Rural Education Symposium 2024	426-400-501-000-22
Mar 05/24	39.0	1.02	21.45	River Cree Casino to CO: Return to Division Office after spending the morning at the Alberta Rural Education Symposium 2024	426-400-501-000-22
Mar 05/24	27.0	0.71	14.85	CO to GIB: Attended Gibbons School Stakeholder Engagement Event in the evening	426-400-501-000-22
Mar 11/24	22.0	0.58	12.10	SCHS to CO: Return to Division Office after spending morning at the Division-wide PD at Sturgeon Composite High School	426-400-501-000-22
Mar 13/24	586.0	15.35	322.30	To Medicine Hat: Carpooled to MH for morning at Prairie Rose School Division on March 14.	426-400-501-000-22
Mar 14/24	586.0	15.35	322.30	Return Home from Medicine Hat: Return to Edmonton Area after visit with Prairie Rose School Division	426-400-501-000-22
Mar 15/24	52.0	1.36	28.60	CO to Edmonton Garrison to CO: Attended Annual Business Luncheon at the Garrison Officers' Mess	426-400-501-000-22
Mar 21/24	38.0	1.00	20.90	CO to Fantasyland Hotel: End of day travel to Fantasyland Hotel for CASS Annual Learning Conference	426-400-501-000-22
TOTAL THIS PAGE	1390.0	36.40	764.50		
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

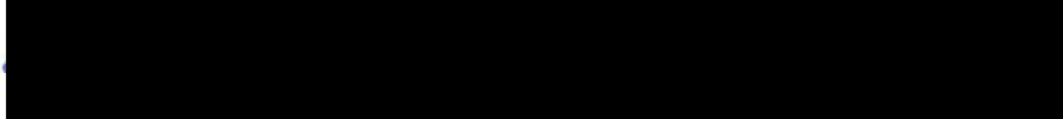
428-XXX-XXX-XXX-XX
-- For uncertified staff PD mileage

Central Office _____

School/Location _____

Shawna Warren, Superintendent

Irene Gibbons, Board Chair



April 8, 2024

Date

April 10/24

Date

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