



Employee Expense Form

2023-2024 School Year

***ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS**

EMPLOYEE #

EXPENSES

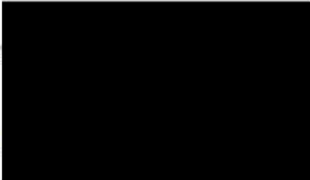
DATE	DESCRIPTION <small>(Explain Item and purpose of item: Example - Pencil crayons for Art Grade 2 Class)</small>	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL EXPENSES		-	-	-	

MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Apr 26/24	23.7	Home to 17413-107 Ave for Gibbons School Meeting	12.41	0.62	13.04	426-400-000-000-33
Apr 26/24	33.6	17413-107 Ave EDM return to CO after Gibbons School meeting	17.60	0.88	18.48	426-400-000-000-33
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	57.3		30.01	1.50	31.52	
TOTAL THIS PAGE			30.01	1.50	31.52	
TOTAL ALL PAGES						

CO _____
School/Location

Sean Nicholson _____
Employee Name



30-Apr-24 _____
Date

1-Apr-24

Shawna Warren _____
Supervisor Name

May 2, 2024 _____
Date