



Employee Expense Form

2023-2024 School Year

*ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS

EMPLOYEE #

EXPENSES

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

MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Jun 01/24	132.0	WEEKEND: Home to RW to Home: Redwater Graduation Ceremony	69.14	3.46	72.60	426-400-501-000-22
Jun 03/24	52.0	RW to CO: Return to Central Office After Morning Announcement at Redwater School	27.24	1.36	28.60	426-400-501-000-22
Jun 03/24	42.0	NAM to CO to NAM: Went to Namao for lunch with staff as winners of registration blitz	22.00	1.10	23.10	426-400-501-000-22
Jun 6/2024	22.0	CO to SCHS: Attended SCHS Fine Arts Awards Ceremony	11.52	0.58	12.10	426-400-501-000-22
Jun 7/2024	58.0	CO to GIB to LT to CO: Superintendent Visit/School Tours - GIB, SLC/SPVA & LT	30.38	1.52	31.90	426-400-501-000-22
Jun 10/2024	104.0	CO to RW/OP to CO: Superintendent Visit/School Tours - Redwater & Ochre Park	54.48	2.72	57.20	426-400-501-000-22
Jun 11/2024	52.0	CO to GUTH to SCHS to CO: Superintendent Visit/School Tours - Guthrie & SCHS	27.24	1.36	28.60	426-400-501-000-22
Jun 11/2024	22.0	CO to SCHS: Attended Sturgeon Athletics Award Banquet & Dinner	11.52	0.58	12.10	426-400-501-000-22
Jun 21/2024	44.0	CO to SCHS to CO: Attend Indigenous Peoples Day Event at SCHS	23.05	1.15	24.20	426-400-501-000-22
Jun 26/2024	58.0	CO to LT to CO: Attended Awards and Grade 4 Farewell at Landing Trail School	30.38	1.52	31.90	426-400-501-000-22
			-	-	-	
			-	-	-	
TOTAL MILEAGE	586.0		306.95	15.35	322.30	

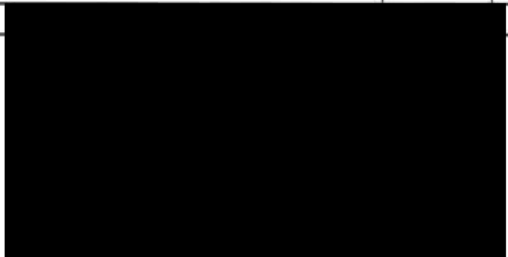
TOTAL THIS PAGE			306.95	15.35	322.30
TOTAL ALL PAGES					

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Irene Gibbons, Board Chair
Supervisor Name

1-Apr-24



July 2, 2024
Date

July 8/24
Date