



# 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
				-	
				-	
				-	
				-	
<b>TOTAL EXPENSES</b>		-	-	-	

## MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Aug 14/24	38.0	EVENING: Home to Downtown Edmonton to Home - CASS/ASBOA Summer Conference	19.90	1.00	20.90	426-400-501-000-22
Aug 26/24	135.0	AM: Senior Executive Road Show to Schools: SCHS, NAM, GUTH, SH, CAM & LPS	70.71	3.54	74.25	426-400-501-000-22
Aug 26/24	110.0	PM: Senior Executive Road Show to Schools: RW, OP, GIB, & LT	57.62	2.88	60.50	426-400-501-000-22
Aug 27/24	40.0	AM: Senior Executive Road Show to Schools: MPS/FWPS, OH, BACS & LS	20.95	1.05	22.00	426-400-501-000-22
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
<b>TOTAL MILEAGE</b>	<b>323.0</b>		<b>169.19</b>	<b>8.46</b>	<b>177.65</b>	

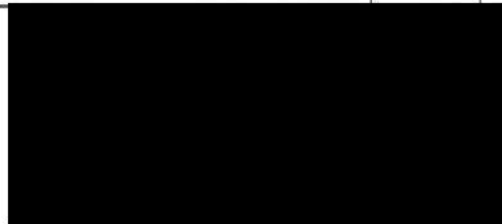
<b>TOTAL THIS PAGE</b>			<b>169.19</b>	<b>8.46</b>	<b>177.65</b>
<b>TOTAL ALL PAGES</b>					

Central Office  
School/Location

Shawna Warren, Superintendent  
Employee Name

Irene Gibbons, Board Chair  
Supervisor Name

1-Apr-24



August 27, 2024  
Date

AUG 28/24  
Date