



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 |
|----------------------|------------------------|--|-----------|------|-------|--------------------|
| Sep 16/24 | 54.0 | SCHS to CO: Return to Central Office after Division-Wide PD Welcome Back Address | 22.00 | 1.41 | 29.70 | 426-400-501-000-22 |
| Sep 27/24 | 54.0 | CO to GIB CO: Attended Pancake Breakfast at Gibbons School | 28.29 | 1.41 | 29.70 | 426-400-501-000-22 |
| | | | - | - | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| | | | - | - | - | |
| TOTAL MILEAGE | 108.0 | | 50.29 | 2.83 | 59.40 | |

| | | | | | | |
|------------------------|--|--|--------------|-------------|--------------|--|
| TOTAL THIS PAGE | | | 50.29 | 2.83 | 59.40 | |
| TOTAL ALL PAGES | | | | | | |

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Tasha Oatway-McLay, Board Chair
Supervisor Name

Oct 1, 2024
Date

Oct. 9/2024
Date