



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 |
|-----------------------|---|-----------|------|-------|--------------------|
| Aug 14/24 | Impark Lot 02-56 Parking Receipt Cass Conference | 11.43 | 0.57 | 12.00 | 610-400-000-000-33 |
| Aug 15/24 | Impark Lot 02-56 Parking Receipt Cass Conference | 14.29 | 0.71 | 15.00 | 610-400-000-000-33 |
| Aug 16/24 | Impark Lot 02-56 Parking Receipt Cass Conference | 14.29 | 0.71 | 15.00 | 610-400-000-000-33 |
| | | | | - | |
| | | | | - | |
| | | | | - | |
| | | | | - | |
| | | | | - | |
| | | | | - | |
| | | | | - | |
| TOTAL EXPENSES | | 40.01 | 1.99 | 42.00 | |

MILEAGE

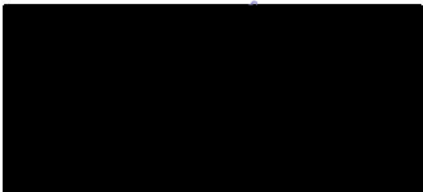
| DATE | KM Driven \$0.55/KM | DESCRIPTION | SUB-TOTAL | GST | TOTAL | ACCOUNT CODING |
|------------------------|------------------------|---|--------------|-------------|--------------|--------------------|
| Aug 14/24 | 40.0 | CO to JW Marriott 13044-102 St Edm for Cass Conference | 20.95 | 1.05 | 22.00 | 426-400-000-000-33 |
| Aug 14/24 | 13.1 | JW Marriott 13044-102 St Edm to home from Cass Conference | 6.86 | 0.34 | 7.21 | 426-400-000-000-33 |
| | 0.0 | | - | - | - | |
| | 0.0 | | - | - | - | |
| | 0.0 | | - | - | - | |
| | 0.0 | | - | - | - | |
| | 0.0 | | - | - | - | |
| TOTAL MILEAGE | 53.1 | | 27.81 | 1.39 | 29.21 | |
| TOTAL THIS PAGE | | | 67.82 | 3.38 | 71.21 | |
| TOTAL ALL PAGES | | | | | | |

CO _____
School/Location

Sean Nicholson _____
Employee Name

Shawna Warren _____
Supervisor Name

1-Apr-24



9/6/2024 _____
Date

Sept 6, 2024 _____
Date

RECEIPT
Impark Lot 02-56

License Plate Number

BZL5759

Expiration Date/Time

09:54 PM
AUG 14, 2024

Purchase Date/Time: 06:54pm Aug 14, 2024

Total Parking: \$11.43

Total GST: \$0.57

Total Due: CAD\$12.00 Rate: \$ 4 - each Hour

Total Paid: CAD\$12.00 Pmt Type: CC (Chip)

Ticket #: 51015001 AID: A00000002501080

S/N #: 520121510541 APL: AMERICAN EXPRESS

Setting: Lot 56 EMV Loblaws

Mach Name: Meter 14

CVM: NO CARDHOLDER VERIFICATION

#****-1004, AMEX

Auth #: 81565

GST #887315638RT0006
NO IN AND OUT PRIVILEGES

PARKING RECEIPT

RECEIPT

Impark Lot 02-56

License Plate Number

BZL5759

Expiration Date/Time

07:00 PM
AUG 15, 2024

Purchase Date/Time: 08:34am Aug 15, 2024

Total Parking: \$14.29

Total GST: \$0.71

Total Due: CAD\$15.00

Total Paid: CAD\$15.00

Ticket #: 10032850

S/N #: 520121510537

Setting: Lot 56 EMV Mar Hotel

Mach Name: Meter 10

CVM:NO CARDHOLDER VERIFICATION

Rate: CASS

Pmt Type: CC (Chip)

AID:A00000002501080

APL:AMERICAN EXPRESS

****-1004, AMEX

Auth #: 81342

GST #887315638RT0006
NO IN AND OUT PRIVILEGES

REÇU DE STATIONNEMENT
RECEIPT
REÇU DE STATIONNEMENT

RECEIPT

Impark Lot 02-56

License Plate Number

BZL5759

Expiration Date/Time

07:00 PM AUG 16, 2024

Purchase Date/Time: 08:36am Aug 16, 2024

Total Parking: \$14.29

Total GST: \$0.71

Total Due: CAD\$15.00 Rate: CASS

Total Paid: CAD\$15.00 Pmt Type: CC (Chip)

Ticket #: 90015301 AID:A000000025010801

S/N #: 520121510537 APL:AMERICAN EXPRESS

Setting: Lot 56 EMV Mar Hotel

Mach Name: Meter 10

CVM:NO CARDHOLDER VERIFICATION

****-1004, AMEX

Auth #: 819678

GST #887315638RT0006
NO IN AND OUT PRIVILEGES

RECEIPT STATIONNEMENT | PARKING RECEIPT | RECEU DE STATIONNEMENT | PARKING RECEIPT | RECEU