



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
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TOTAL EXPENSES		40.01	1.99	42.00	

MILEAGE

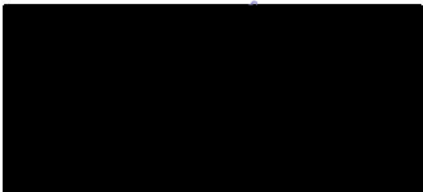
DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Aug 14/24	40.0	CO to JW Marriott 13044-102 St Edm for Cass Conference	20.95	1.05	22.00	426-400-000-000-33
Aug 14/24	13.1	JW Marriott 13044-102 St Edm to home from Cass Conference	6.86	0.34	7.21	426-400-000-000-33
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	0.0		-	-	-	
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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