



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
Oct 03/24	16.0	EVENING: Home to Sturgeon County to Home: Attended Mayor's State of the County	22.00	0.42	8.80	426-400-501-000-22
Oct 08/24	61.0	CO to LS to LT to CO: Superintendent Participated in Read-In Week at Landing Trail and Lilian Schick Schools	31.95	1.60	33.55	426-400-501-000-22
Oct 10/24	36.0	CO to BACS to CO: Superintendent Participated in Read-In Week at Bon Accord School	18.86	0.94	19.80	426-400-501-000-22
Oct 19/2024	34.0	WEEKEND: Home to Villeneuve Airport: Attended Discovery Flights for SCHS Students	17.81	0.89	18.70	426-400-501-000-22
Oct 19/2024	106.0	WEEKEND: Home to Edmonton International Airport to Home: Attended 2024 Elevate Aviation Inspire Gala	55.52	2.78	58.30	426-400-501-000-22
Oct 22/2024	52.0	CO to GUTH to CO: Attended Meeting on the Military Base	27.24	1.36	28.60	426-400-501-000-22
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	305.0		173.38	7.99	167.75	

TOTAL THIS PAGE			173.38	7.99	167.75
TOTAL ALL PAGES					

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Tasha Oatway-McLay, Board Chair
Supervisor Name

Nov 1, 2024
Date

Nov 6, 2024
Date