



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

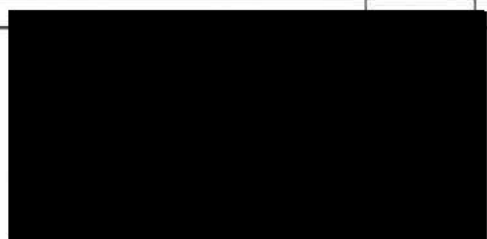
DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Nov 01/24	22.0	St. Albert to CO: External Meeting in St. Albert (one-way only claimed)	22.00	0.58	12.10	426-400-501-000-22
Nov 06/24	351.0	CO to Calgary: CASS Fall Conference (one-way only claimed)	183.86	9.19	193.05	426-400-501-000-22
Nov 17/24	40.0	WEEKEND: Home to The Westin Hotel - Downtown Edmonton: ASBA Fall Conference	20.95	1.05	22.00	426-400-501-000-22
Nov 19/24	36.0	The Westin Hotel to CO: Return to Central Office after Half Day ASBA Fall Conference	18.86	0.94	19.80	426-400-501-000-22
Nov 21/24	22.0	CO to SCHS: Attended SCHS Awards Ceremony	11.52	0.58	12.10	426-400-501-000-22
Nov 28/24	18.0	CO to St. Albert: Attended Offsite Meeting in St. Albert	9.43	0.47	9.90	426-400-501-000-22
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TOTAL MILEAGE	489.0		266.62	12.81	268.95	

TOTAL THIS PAGE			266.62	12.81	268.95
TOTAL ALL PAGES					

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Tasha Oatway-McLay, Board Chair
Supervisor Name



Dec 2/24
Date

Dec 4/24
Date