



# Employee Expense Form

2024-2025 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
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
<b>TOTAL EXPENSES</b>		-	-	-	

## MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
December 3/24	27.0	CO to Gibbons for Community Engagement	14.14	0.71	14.85	426-400-000-000-33
December 8/24	106.8	Home to 1100-4 St Nisku rtn home ASBOA Business Forum	55.94	2.80	58.74	426-400-000-000-33
December 9/24	106.8	Home to 1100-4 St Nisku rtn home ASBOA Business Forum	55.94	2.80	58.74	426-400-000-000-33
December 10/24	106.8	Home to 1100-4 St Nisku rtn home ASBOA Business Forum	55.94	2.80	58.74	426-400-000-000-33
			-	-	-	426-400-000-000-33
			-	-	-	
			-	-	-	
<b>TOTAL MILEAGE</b>	<b>347.4</b>		<b>181.97</b>	<b>9.10</b>	<b>191.07</b>	

<b>TOTAL THIS PAGE</b>			<b>181.97</b>	<b>9.10</b>	<b>191.07</b>
<b>TOTAL ALL PAGES</b>					

CO \_\_\_\_\_  
School/Location

Sean Nicholson \_\_\_\_\_  
Employee Name

\_\_\_\_\_

Employee Signature

Jan.6 2025 \_\_\_\_\_  
Date

Shawna Warren \_\_\_\_\_  
Supervisor Name

\_\_\_\_\_

Supervisor Signature

**01/06/2025** \_\_\_\_\_  
Date