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
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL EXPENSES		-	-	-	

MILEAGE

DATE	KM Driven $0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Oct 25/24	54.3	CO to AB Ed Engagement Session at 10111 Ellerslie Rd Sandman	28.44	1.42	29.87	426-400-000-000-33
Oct 25/24	38.4	AB Ed Engagement Session at 10111 Ellerslie Rd Sandman to home	20.11	1.01	21.12	426-400-000-000-33
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	92.7		48.56	2.43	50.99	

TOTAL THIS PAGE			**48.56**	**2.43**	**50.99**
TOTAL ALL PAGES					

CO
School/Location

Sean Nicholson
Employee Name

[redacted]
Employee Signature

4-Nov-24
Date

Shawna Warren
Supervisor Name

[redacted]
Supervisor Signature

Nov 4, 2024
Date