



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
November 8/24	27.0	Central Office to Gibbons School	14.14	0.71	14.85	426-400-000-000-33
November 8/24	29.0	Landing Trail to CO	15.19	0.76	15.95	426-400-000-000-33
November 28/24	22.5	Co to 23 Rayborn Cres St.Albert Building Futures meet	11.79	0.59	12.38	426-400-000-000-33
November 29/24	36.0	Home to 9820-107 St Edm and rtn home Capital Planning	18.86	0.94	19.80	426-400-000-000-33
			-	-	-	426-400-000-000-33
			-	-	-	
			-	-	-	
TOTAL MILEAGE	114.5		59.98	3.00	62.98	
TOTAL THIS PAGE			59.98	3.00	62.98	
TOTAL ALL PAGES						

CO _____ Sean Nicholson
School/Location _____ Employee Name

Shawna Warren _____
Supervisor Name

Employee Signature

Supervisor Signature

4-Dec-24 _____
Date

January 6, 2025
Date