



# 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
				-	
				-	
				-	
				-	
<b>TOTAL EXPENSES</b>		-	-	-	

## MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Nov 03/24	70.0	EVENING: CO to GIB to Home: Gibbons Community Engagement Evening	22.00	1.83	38.50	426-400-501-000-22
Nov 10/24	26.0	GUTH to CO: Morning Meeting at Guthrie School	13.62	0.68	14.30	426-400-501-000-22
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
<b>TOTAL MILEAGE</b>	96.0		35.62	2.51	52.80	

<b>TOTAL THIS PAGE</b>			<b>35.62</b>	<b>2.51</b>	<b>52.80</b>	
<b>TOTAL ALL PAGES</b>						

Central Office \_\_\_\_\_  
School/Location

Shawna Warren, Superintendent \_\_\_\_\_  
Employee Name

Tasha Oatway-McLay, Board Chair \_\_\_\_\_  
Supervisor Name

January 6, 2025  
Date

January 15, 2025  
Date