



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
Feb 03/25	49.4	CO to Town of Gibbons and back to CO for meeting	25.88	1.29	27.17	426-400-000-000-33
Feb 10/25	21.8	CO to St. Albert Inn and Suites for Meeting	11.42	0.57	11.99	426-400-000-000-33
Feb 28/25	24.7	CO to Town of Gibbons for meeting	12.94	0.65	13.59	426-400-000-000-33
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	95.9		50.23	2.51	52.75	
TOTAL THIS PAGE			50.23	2.51	52.75	
TOTAL ALL PAGES						

CO
School/Location

Sean Nicholson
Employee Name

[Redacted Signature]

Employee Signature

03/03/2025

Date

Shawna Warren
Supervisor Name

[Redacted Signature]

Supervisor Signature

03/03/2025

Date