



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
				-	
				-	
				-	
				-	
TOTAL EXPENSES		-	-	-	

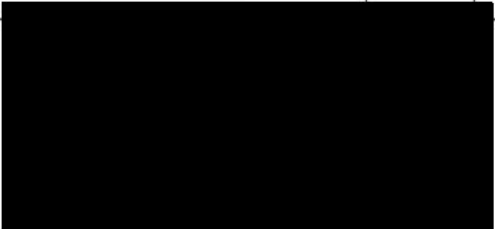
MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Feb 13/25	18.0	CAM to CO: Morning Meeting at Camilla School	22.00	0.47	9.90	426-400-501-000-22
Feb 25/25	34.0	Edmonton to CO: Morning PD in Edmonton - Education Law Day	17.81	0.89	18.70	426-400-501-000-22
Feb 28/25	22.0	SCHS to CO: Morning at Sturgeon Composite High School	11.52	0.58	12.10	426-400-501-000-22
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TOTAL MILEAGE	74.0		51.33	1.94	40.70	
TOTAL THIS PAGE			51.33	1.94	40.70	
TOTAL ALL PAGES						

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Tasha Oatway-McLay, Board Chair
Supervisor Name



Feb 28, 2025
Date

March 6, 2025
Date