2018-2019

REVISED BY AG - FEB. 2018

SWLSB

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☐ Paid

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

Name:	Tara Hellen Anderson	School:	203
Empl. #:	[redacted]	Job Title:	Elementary Parent Commissioner
Claim Number:	CN - 1	Year:	2019

DATE (Mth/Day/Yr)	LOCATION (Use School Number and SWLSB for Board Office. See KMChart for more info) FROM	TO	DESCRIPTION/ NATURE OF BUSINESS	Round Trip	KM	TYPE OF MILEAGE	RATE	COST	MEALS (Includes Taxes and Tips) TYPE	#	COST	LODGING # DAYS	COST	OTHER DESCRIPTION	COST
4/25/19	home	190		☒	78.4	Regular ✓	0.48	$ 37.63	✓						
5/13/19	home	162	Morin Heights Governing Board	☒	69.8	Regular ✓	0.48	$ 33.50	✓						
5/23/19	home	[redacted]	Conference	☒	192	Regular ✓	0.48	$ 92.16	✓	1	26.09	2	497.44	✓	
5/30/19	home	[redacted]	Laurier Gala/Starfest	☒	76.4	Regular ✓	0.48	$ 36.67	✓		✓				
6/4/19	home	162	outdoor classroom inauguration	☒	69.8	Regular ✓	0.48	$ 33.50	✓						
6/14/19	home	175	St-Vincent Graduation	☒	88.4	Regular ✓	0.48	$ 42.43	✓						
6/18/19	home	[redacted]	Genesis Graduation	☒	80.6	Regular ✓	0.48	$ 38.69	✓						
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GRAND TOTAL:	$ ✓838.11							$ 314.58	✓		$ 26.09		$ 497.44		$

BUDGET CODES

			PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	214-1-21120-308	
TRAVEL (SCH G/L)	$ 314.58	203-1-51110-302	
LODGING/MEALS	$ 523.53	203-1-51110-302	
CAR POOLING TRAVEL (SCH G/L)	$ -	203-1-51110-302	
	$ -		
	$ -		
	$ -		
	$ -		
TOTAL:	$ 838.11		

***** IMPORTANT *****

1. Kilometers are calculated at $0.48/km for the first 5,000km.
2. Carpooling kilometers are calculated at $0.53/km. You *must* provide names of passengers in the description line
3. Attach *ORIGINAL* receipts to this form.
4. This form must be signed by claimant and approved by immediate supervisor.
5. This expense claim form *is not to be used* for the purchasing of equipment and supplies for your school or department. The normal purchasing procedures must be followed.
6. Expense claims must be submitted by 4:00PM to the Finance department on the Tuesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Florence Delorme.
7. Please complete this form electronically.

[redacted]