


 L'UNE  
EDUCATION  
EN ANGLAIS,  
UN AVENIR  
BILINGUE

**TRAVEL & REPRESENTATION EXPENSES CLAIM FORM - \*\*\*FOR COMMISSIONERS ONLY\*\*\***

|              |              |       |                                  |                  |              |           |                          |                |                 |             |           |           |   |
|--------------|--------------|-------|----------------------------------|------------------|--------------|-----------|--------------------------|----------------|-----------------|-------------|-----------|-----------|---|
| NAME         | Paolo Galati |       |                                  | JOB TITLE        | Commissioner |           | MONTH                    | June 29, 2015  |                 |             |           |           |   |
| EMPLOYEE NO. |              |       |                                  |                  |              | YEAR      | 2015                     |                |                 |             |           |           |   |
|              |              |       |                                  | GENERAL EXPENSES |              |           | PROFESSIONAL IMPROVEMENT |                |                 |             |           |           |   |
| DATE (M-D-Y) | LOCATION     |       | DESCRIPTION / NATURE OF BUSINESS | TRAVEL 302       | Standing 302 | MEALS 302 | OTHER 302                | TRAVEL PIC 302 | CONFERENCES 302 | LODGING 302 | MEALS 302 | OTHER 302 |   |
|              | FROM         | TO    |                                  | KM               | AMOUNT       | #         | COST                     | COST           | KM              | AMOUNT      | COST      | COST      |   |
| 2014-11-12   | Home         | Board | Council                          | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2014-11-21   | Home         | Board | Training Session                 | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2014-11-22   | Home         | Board | Training Session                 | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2014-12-03   | Home         | Board | Corporate Comm                   | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-12-10   | Home         | Board | Council                          | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-01-07   | Home         | Board | Council                          | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-01-21   | Home         |       | Press Conference                 | 50               | 24.00        |           |                          |                |                 |             |           |           |   |
| 2015-02-08   | Home         | Board | Caucus                           | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2016-02-16   | Home         | Board | Executive Comm                   | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-02-25   | Home         | Board | Council                          | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-03-18   | Home         | Board | Corporate Comm                   | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-03-25   | Home         | Board | Council                          | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2016-04-14   | Home         | Board | Corporate Comm                   | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-04-22   | Home         | Board | Council                          | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-05-06   | Home         | Board | Corporate Comm                   | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-05-12   | Home         | Board | Executive Comm                   | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-05-28   | Home         |       | StarFest                         | 30               | 14.40        |           |                          |                |                 |             |           |           |   |
| 2015-06-10   | Home         | Board |                                  | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-06-10   | Home         | Board | Corporate Comm                   | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-06-26   | Home         | Board |                                  | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| 2015-06-29   | Home         | Board |                                  | 34               | 16.32        |           |                          |                |                 |             |           |           |   |
| GRAND TOTAL  |              |       |                                  | \$               | 283.20       | 348.48    | 726                      | \$             | 348.48          | \$          | -         | \$        | - |

| BUDGET CODES      |           |                 |
|-------------------|-----------|-----------------|
| TRAVEL            | \$ 348.48 | 203-1-51110-302 |
| MEALS             | \$ 283.20 | 203-1-51110-302 |
| OTHER             | \$ -      | 203-1-51110-302 |
|                   | XXX       |                 |
|                   | XXX       |                 |
| PIC - TRAVEL      | \$ -      | 203-1-55500-302 |
| PIC - CONFERENCES | \$ -      | 203-1-55500-812 |
| PIC - LODGING     | \$ -      | 203-1-55500-302 |
| PIC - MEALS       | \$ -      | 203-1-55500-302 |
| PIC - OTHER       | \$ -      | 203-1-55500-302 |
| *ADVANCE          |           | 000-1-01503-000 |
| TOTAL             | \$ 348.48 |                 |

• Kilometers are calculated at \$0.42/km.  
 Attach ORIGINAL receipts to this form.  
 • This form must be signed by claimant and duly approved.  
 Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay.  
 Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

#283 20



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# TRAVEL & REPRESENTATION EXPENSES CLAIM FORM - \*\*\*FOR COMMISSIONERS ONLY\*\*\*

| NAME                            | Paolo Galetti |            | JOB TITLE                          | Commissioner                 |                 | MONTH                    | July to October |                   |                    |                |              |              |        |    |      |
|---------------------------------|---------------|------------|------------------------------------|------------------------------|-----------------|--------------------------|-----------------|-------------------|--------------------|----------------|--------------|--------------|--------|----|------|
| EMPLOYEE NO.                    |               |            |                                    |                              | YEAR            | 2015                     |                 |                   |                    |                |              |              |        |    |      |
| DATE (Yr-Mth-Day)<br>2015-01-01 | LOCATION      |            | GENERAL EXPENSES                   |                              |                 | PROFESSIONAL IMPROVEMENT |                 |                   |                    |                |              |              |        |    |      |
|                                 | FROM          | TO         | DESCRIPTION/<br>NATURE OF BUSINESS | TRAVEL<br>302<br>Commissions | 302<br>Bundling | 302<br>MEALS             | 302<br>OTHER    | 302<br>TRAVEL PIC | 812<br>CONFERENCES | 302<br>LOOG NG | 302<br>MEALS | 302<br>OTHER |        |    |      |
|                                 |               |            |                                    | KM                           | AMOUNT          | #                        | COST            | COST              | KM                 | AMOUNT         | COST         | FOYR         | AMOUNT | #  | COST |
| 2015-06-30                      | Home          | Board      |                                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-08-20                      | Home          | Board      | Foundation                         | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-03                      | Home          | Board      |                                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-04                      | Home          | Academy    | Inauguration                       | 30                           | 14.40           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-10                      | Home          | Elementary | Anniversary                        | 31                           | 14.98           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-12                      | Home          | Board      | Training Session                   | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-16                      | Home          | Board      | Corporate Comm                     | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-22                      | Home          | Board      |                                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-23                      | Home          | Board      | Executive Comm.                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-24                      | Home          | Board      |                                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-28                      | Home          | Academy    | Inauguration                       | 31                           | 14.88           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-09-30                      | Home          | Board      | Council                            | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-04                      | Home          | Board      | Graduation - Laval Liberty         | 31                           | 14.88           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-07                      | Home          | Board      | Ped Comm                           | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-08                      | Home          | Academy    | Graduation - Phoenix               | 30                           | 14.40           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-13                      | Home          | Board      |                                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-15                      | Home          | Board      | Foundation                         | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-20                      | Home          | Board      |                                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-21                      | Home          | Board      | Corporate Comm                     | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-10-22                      | Home          | Board      |                                    | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| 2015-11-04                      | Home          | Board      | Council                            | 34                           | 16.32           |                          |                 |                   |                    |                |              |              |        |    |      |
| GRAND TOTAL                     |               |            | \$                                 | 334.88                       | 667             | \$                       | 334.88          | \$                | -                  | \$             | -            | \$           | -      | \$ | -    |

Amount paid 334.88

DEC 3 2015

Initials

ENTERED 11/6/2015

| BUDGET CODES      |     |                 |
|-------------------|-----|-----------------|
| TRAVEL            | \$  | 334.88          |
| MEALS             | \$  | -               |
| OTHER             | \$  | -               |
|                   | XXX |                 |
|                   | XXX |                 |
| P C - TRAVEL      | \$  | -               |
| P C - CONFERENCES | \$  | -               |
| PIC - LOOG NG     | \$  | -               |
| PIC - MEALS       | \$  | -               |
| PIC - OTHER       | \$  | -               |
| *ADVANCE          |     | 000-1-01603-000 |
| TOTAL             | \$  | 334.88          |

0 Kilometers are calculated at \$0.48/km.  
 0 Attach ORIGINAL receipts to this form.  
 0 This form must be signed by claimant and duly approved.  
 0 Expense claims must be submitted by 4:00 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay.  
 0 Please complete this form electronically. This form is available on the Portal.

REQUEST

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# TRAVEL & REPRESENTATION EXPENSES CLAIM FORM - \*\*\*FOR COMMISSIONERS ONLY\*\*\*

|                   |          |                                   |                             |                  |              |              |                   |                          |                |                    |              |
|-------------------|----------|-----------------------------------|-----------------------------|------------------|--------------|--------------|-------------------|--------------------------|----------------|--------------------|--------------|
| NAME              |          | Paolo Galati                      |                             | JOB TITLE        |              | Commissioner |                   | MONTH                    |                | October - November |              |
|                   |          |                                   |                             |                  |              |              |                   | YEAR                     |                | 2015               |              |
| EMPLOYEE NO.      |          |                                   |                             | GENERAL EXPENSES |              |              |                   | PROFESSIONAL IMPROVEMENT |                |                    |              |
| DATE (Yr-Mth-Day) | LOCATION | DESCRIPTION<br>NATURE OF BUSINESS | TRAVEL<br>302<br>Commission | 302<br>Landing   | 302<br>MEALS | 302<br>OTHER | 302<br>TRAVEL PIC | 812<br>CONFERENCES       | 302<br>LODGING | 302<br>MEALS       | 302<br>OTHER |
| 2011-01-01        | FROM TO  |                                   | KM                          | AMOUNT           | #            | COST         | COST              | KM                       | AMOUNT         | COST               | COST         |
| 2015-10-23        | Home     | Press Conference                  | 71                          | 3.38             |              |              |                   |                          |                |                    |              |
| 2015-10-13        | Home     | Debate                            | 71                          | 34.08            |              |              |                   |                          |                |                    |              |
| 2015-10-18        | Home     | Conference                        | 348                         | 167.04           |              |              |                   |                          |                |                    |              |
| 2015-10-17        |          |                                   |                             |                  |              |              |                   |                          | 1              | 140.27             |              |
| 2015-10-28        | Home     | Board                             | 34                          | 16.32            |              |              |                   |                          |                |                    |              |
| 2015-10-29        | Home     |                                   | 34                          | 18.32            |              |              |                   |                          |                |                    |              |
| 2015-11-18        | Home     | Corporate Comm                    | 34                          | 16.32            |              |              |                   |                          |                |                    |              |
| 2015-11-19        | Home     | Foundation                        | 34                          | 16.32            |              |              |                   |                          |                |                    |              |
| GRAND TOTAL       |          | \$                                | 410.03                      | 562              | \$           | 269.76       | \$                | -                        | \$             | -                  | \$           |
|                   |          |                                   |                             |                  |              |              |                   |                          |                |                    |              |

| BUDGET CODES    |           |                 |
|-----------------|-----------|-----------------|
| TRAVEL          | \$ 269.76 | 203-1-51110-302 |
| MEALS           | \$ -      | 203-1-51110-302 |
| OTHER           | \$ -      | 203-1-51110-302 |
|                 | XXX       |                 |
|                 | XXX       |                 |
| PIC - TRAVEL    | \$ -      | 203-1-55500-302 |
| PIC-CONFERENCES | \$ -      | 203-1-55500-812 |
| PIC-LODGING     | \$ 140.27 | 203-1-55500-302 |
| PIC - MEALS     | \$ -      | 203-1-55500-302 |
| PIC - OTHER     | \$ -      | 203-1-55500-302 |
| *ADVANCE        |           | 000-1-01503-000 |
| TOTAL           | \$ 410.03 |                 |

- ☐ Kilometers are calculated at \$0.45/km.  
☐ Attach ORIGINAL receipts to this form.  
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☐ Please complete this form electronically. This form is available on the Portal.

REQUIREMENTS

APPROVAL





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| NAME               |      | Paolo Galati |         | JOB TITLE                          | Commissioner                             |                                      | MONTH                                |                                                |                                                |                                          |                                      |                                      |      |           |      |      |
|--------------------|------|--------------|---------|------------------------------------|------------------------------------------|--------------------------------------|--------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------|--------------------------------------|--------------------------------------|------|-----------|------|------|
| EMPLOYEE NO.       |      |              |         | GENERAL EXPENSES                   |                                          |                                      |                                      | PROFESSIONAL IMPROVEMENT                       |                                                |                                          |                                      |                                      |      |           |      |      |
| DATE<br>(MM-DD-YY) | TIME | LOCATION     |         | DESCRIPTION/<br>NATURE OF BUSINESS | TRAVEL<br>302<br><small>Careless</small> | Meals<br>302<br><small>Meals</small> | OTHER<br>302<br><small>Other</small> | TRAVEL PIC<br>302<br><small>Travel Pic</small> | CONFERENCE<br>#12<br><small>Conference</small> | LODGING<br>302<br><small>Lodging</small> | MEALS<br>302<br><small>Meals</small> | OTHER<br>302<br><small>Other</small> |      |           |      |      |
|                    |      | FROM         | TO      |                                    | AMOUNT                                   | COST                                 | COST                                 | AMOUNT                                         | COST                                           | AMOUNT                                   | COST                                 | COST                                 |      |           |      |      |
| 2016-05-25         |      | Home         | Bromont | Conference                         | 111                                      | 53.28                                |                                      |                                                |                                                |                                          |                                      |                                      |      |           |      |      |
| 2016-05-27         |      | Bromont      | Home    | Conference                         | 111                                      | 53.28                                |                                      |                                                |                                                |                                          |                                      |                                      |      |           |      |      |
| 2017-05-25         |      |              |         |                                    |                                          |                                      |                                      |                                                |                                                |                                          |                                      |                                      |      |           |      |      |
|                    |      |              |         |                                    |                                          |                                      |                                      |                                                |                                                | 2                                        | 330.82                               |                                      |      |           |      |      |
| <b>GRAND TOTAL</b> |      |              |         | \$                                 | 437.38                                   | 222                                  | \$ 106.56                            | -                                              | \$ -                                           | \$ -                                     | 1                                    | \$ -                                 | \$ - | \$ 330.82 | \$ - | \$ - |

ENTERED OCT 02 2017

ENTERED OCT 02 2017

| BUDGET CODES    |           |                     |
|-----------------|-----------|---------------------|
| TRAVEL          | \$ 106.56 | 203- 1- 51110 - 302 |
| MEALS           | \$ -      | 203- 1- 51110 - 302 |
| OTHER           | \$ -      | 203- 1- 51110 - 302 |
|                 | XXX       |                     |
|                 | XXX       |                     |
| PIC - TRAVEL    | \$ -      | 203- 1- 55500 - 302 |
| PIC-CONFERENCES | \$ -      | 203- 1- 55500 - 812 |
| PIC-LODGING     | \$ 330.82 | 203- 1- 55500 - 302 |
| PIC - MEALS     | \$ -      | 203- 1- 55500 - 302 |
| PIC - OTHER     | \$ -      | 203- 1- 55500 - 302 |
| *ADVANCE        |           | 000-1-01503-000     |
| TOTAL           | \$ 437.38 |                     |

Travel Expenses Form - Paolo Galati (JUNE 2017).xls

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Interest rates are calculated at 24 1/4% from the PRINCIPAL, not close to the face.

ENTERED MAR 15 2018

ENTERED 11-23-19

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COMMISSION SCOLAIRE SIR WILFRID LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

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UN AVEIR  
BILINGUE

REVISED - 2015/03/25

869 \$ OK  
AV.

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

JUN 20 2018

| NAME: <b>Paolo Galati</b> |          |        | SCHOOL:                           |                                                               |        | PERIOD: <b>Initials</b>          |                      |                                      |           |       |       |          |           |
|---------------------------|----------|--------|-----------------------------------|---------------------------------------------------------------|--------|----------------------------------|----------------------|--------------------------------------|-----------|-------|-------|----------|-----------|
| EMPLI:                    |          | PHONE: |                                   | JOB TITLE: <b>Commissioner</b>                                |        |                                  | YEAR: <b>2017-20</b> |                                      |           |       |       |          |           |
| DATE<br>(MM/DD/YYYY)      | LOCATION |        | DESCRIPTION<br>NATURE OF BUSINESS | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>@ \$0.48/KM |                      | CAR POOLING<br>TRAVEL<br>@ \$0.53/KM |           | MEALS |       | LODGING  |           |
|                           | FROM     | TO     |                                   | KM                                                            | AMOUNT | KM                               | AMOUNT               | KM                                   | COST      |       | COST  | # DAYS   | COST      |
| 05/24/18                  | Home     |        | Spring Conference                 |                                                               |        | 257                              | \$ 123.36            | ✓                                    | \$ -      |       |       |          |           |
| 05/26/18                  |          | Home   | Spring Conference                 |                                                               |        | 257                              | \$ 123.36            | ✓                                    |           |       |       |          |           |
| 05/26/18                  |          |        |                                   |                                                               |        |                                  | \$ -                 |                                      |           |       | 2.00  | 481.24   |           |
| 05/24/18                  |          |        | SWLSB Dinner                      |                                                               |        |                                  | \$ -                 |                                      |           | 1     | 59.50 | ✓        |           |
| 03/21/18                  | Home     | Board  | Corporate                         |                                                               | ✓      | 34                               | \$ 16.32             |                                      | \$ -      |       |       |          |           |
| 05/16/18                  | Home     | Board  | Special Council                   |                                                               | ✓      | 34                               | \$ 16.32             |                                      | \$ -      |       |       |          |           |
| 05/23/18                  | Home     | Board  | Council                           |                                                               | ✓      | 34                               | \$ 16.32             |                                      | \$ -      |       |       |          |           |
| 04/25/18                  | Home     | Board  | Council                           |                                                               | ✓      | 34                               | \$ 16.32             |                                      | \$ -      |       |       |          |           |
| 06/13/18                  | Home     | Board  | Ped                               |                                                               | ✓      | 34                               | \$ 16.32             |                                      | \$ -      |       |       |          |           |
|                           |          |        |                                   |                                                               |        |                                  | \$ -                 |                                      | \$ -      |       |       |          |           |
|                           |          |        | REC'D - RECEIVED                  |                                                               |        |                                  | \$ -                 |                                      | \$ -      |       |       |          |           |
|                           |          |        |                                   |                                                               |        |                                  | \$ -                 |                                      | \$ -      |       |       |          |           |
|                           |          |        | 1.9                               |                                                               |        |                                  | \$ -                 |                                      | \$ -      |       |       |          |           |
|                           |          |        | C.S. SIR WILFRID LAURIER          |                                                               |        |                                  | \$ -                 |                                      | \$ -      |       |       |          |           |
|                           |          |        | SIR WILFRID LAURIER S.B.          |                                                               |        |                                  | \$ -                 |                                      | \$ -      |       |       |          |           |
|                           |          |        |                                   |                                                               |        |                                  | \$ -                 |                                      | \$ -      |       |       |          |           |
| GRAND TOTAL:              |          |        | \$                                | 869.06                                                        |        | \$                               | -                    | 684                                  | \$ 328.32 | \$    | -     | \$ 59.50 | \$ 481.24 |

| BUDGET CODES                     |           |              |     | PROJECT CODES |
|----------------------------------|-----------|--------------|-----|---------------|
| TRAVEL CENTRAL (PRINCIPALS ONLY) | \$ -      | 200-1-21120- | 308 |               |
| TRAVEL (SCH GL)                  | \$ 328.32 | 203-1-51110  | 302 |               |
| LODGING/MEALS                    | \$ 540.74 |              | 302 |               |
| CAR POOLING TRAVEL (SCH GL)      | \$ -      |              | 302 |               |
| OTHER                            |           |              | 302 |               |
| OTHER                            |           |              | 592 |               |
| OTHER                            |           |              |     |               |
| OTHER                            |           |              |     |               |
| TOTAL                            | \$ 869.06 |              |     |               |

ENTERED JUN 19 2018

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD



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UN AVENIR  
BILINGUE

REVISED - 2015/03/25

Amount paid 258.82

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

Initials

NAME: Paolo Galati SCHOOL: PERIOD: August to November  
EMPL: PHONE #: JOB TITLE: Chair YEAR: 2018-2019

| DATE<br>(MM/DD/YYYY)<br>(AA/BB/CC) | LOCATION |       | DESCRIPTION<br>NATURE OF BUSINESS | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>@ \$0.48/KM |          | CAR POOLING<br>TRAVEL<br>@ \$0.53/KM |      | MEALS |      | LODGING |      | OTHER |
|------------------------------------|----------|-------|-----------------------------------|---------------------------------------------------------------|--------|----------------------------------|----------|--------------------------------------|------|-------|------|---------|------|-------|
|                                    | FROM     | TO    |                                   | KM                                                            | AMOUNT | KM                               | AMOUNT   | KM                                   | COST | COST  | COST | COST    | COST |       |
| 08-29-18                           | Home     | Board | Council                           |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 09-26-18                           | Home     | Board | Council                           |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 10-04-18                           | Home     | Board | Parents Committee                 |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 10-24-18                           | Home     | Board | Council                           |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 10-25-18                           | Home     |       | Retirement Dinner                 |                                                               |        | 31                               | \$ 14.78 | ✓                                    | \$ - |       |      |         |      |       |
| 10-26-18                           | Home     | LJA   | Phoenix Graduation                |                                                               |        | 30                               | \$ 14.40 | ✓                                    | \$ - |       |      |         |      |       |
| 10-27-18                           | Home     | QESBA | Council                           |                                                               |        | 51                               | \$ 24.67 | ✓                                    | \$ - |       |      |         |      |       |
| 10-29-18                           | Home     | Board | Meetings                          |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 10-31-18                           | Home     | Board | Meeting                           |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 11-01-18                           | Home     | Board | Parents Committee                 |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 11-02-18                           | Home     | Board | Meeting                           |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 11-04-18                           | Home     | Board | CAUCUS                            |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 11-04-18                           | Home     |       | Wreath Ceremony                   |                                                               |        | 31                               | \$ 14.69 | ✓                                    | \$ - |       |      |         |      |       |
| 11-07-18                           | Home     | Board | Meeting                           |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |       |      |         |      |       |
| 11-07-18                           | Home     |       |                                   |                                                               |        | 26                               | \$ 12.67 | ✓                                    | \$ - |       |      |         |      |       |
| 11-09-18                           | Home     | LJA   | LJA Comedy Night                  |                                                               |        | 30                               | \$ 14.40 | ✓                                    | \$ - |       |      |         |      |       |
| GRAND TOTAL:                       |          |       | \$ 258.82                         |                                                               |        | \$ -                             | 539      | \$ 258.82                            | \$ - | \$ -  | \$ - | \$ -    | \$ - |       |

ENTERED JAN 11 2019

REC'D - RECEIVED  
FINANCE

JAN 10 2019  
C.S. SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER S.B.

BUDGET CODES

| TRAVEL CENTRAL<br>(PRINCIPALS ONLY) |           | 200-1-21120- | 308 | PROJECT<br>CODE |
|-------------------------------------|-----------|--------------|-----|-----------------|
| TRAVEL (SCH GA.)                    | \$ 258.82 | 203-1-51110  | 302 |                 |
| LODGING/MEALS                       | \$ -      |              | 302 |                 |
| CAR POOLING TRAVEL (SCH GA.)        | \$ -      |              | 302 |                 |
| OTHER                               |           |              | 302 |                 |
| OTHER                               |           |              | 592 |                 |
| OTHER                               |           |              |     |                 |
| OTHER                               |           |              |     |                 |
| TOTAL                               | \$ 258.82 |              |     |                 |

\*\*\*\*\* IMPORTANT \*\*\*\*\*

- Kilometers are calculated at \$0.48/km.
- Car pooling kilometers are calculated at \$0.53/km.
- You must provide names of passengers in the descriptions line.
- Attach ORIGINAL receipts to this form.
- This form must be signed by claimant and approved by your immediate supervisor.
- 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.

Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Marion Monette. Please complete this form electronically. This form is available on the Portal.

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

UNE  
EDUCATION  
EN ANGLAIS  
UN AVENIR  
BILINGUE

REVISED - 2015/03/25

Amount paid 439.78

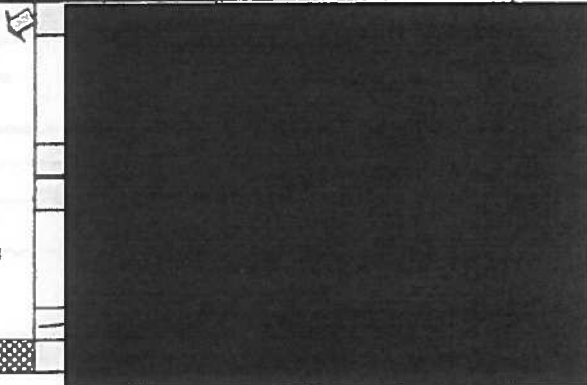
EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

| NAME: <u>Paolo Galati</u>          |          |       | SCHOOL:                              |                                                               |        | PERIOD: <u>August to November</u> |          |                                      |           |       |         |         |        |           |      |
|------------------------------------|----------|-------|--------------------------------------|---------------------------------------------------------------|--------|-----------------------------------|----------|--------------------------------------|-----------|-------|---------|---------|--------|-----------|------|
| EMPL #:                            |          |       | PHONE #:                             |                                                               |        | JOB TITLE: <u>Chair</u>           |          |                                      |           |       |         |         |        |           |      |
| YEAR: <u>2018-2019</u>             |          |       |                                      |                                                               |        |                                   |          |                                      |           |       |         |         |        |           |      |
| DATE<br>(MM/DD/YYYY)<br>(AAND0000) | LOCATION |       | DESCRIPTION/<br>NATURE OF BUSINESS   | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>@ \$0.48/KM  |          | CAR POOLING<br>TRAVEL<br>@ \$0.53/KM |           | MEALS |         | LODGING |        | OTHER     |      |
|                                    | FROM     | TO    |                                      | KM                                                            | AMOUNT | KM                                | AMOUNT   | KM                                   | COST      | COST  | #NIGHTS | COST    | COST   |           |      |
| 11-13-18                           | Home     | Board | GB Workshop                          |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-14-18                           | Home     | Board | Meeting                              |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-19-18                           | Home     | LJA   | Kindergarten Information Session     |                                                               |        | 30                                | \$ 14.40 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-20-18                           | Home     |       | Journées Internationales de Students |                                                               |        | 31                                | \$ 14.69 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-21-18                           | Home     | Board | CORP & Candidates Presentation       |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-23-18                           | Home     | Board | Meetings                             |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-27-18                           | Home     | Board | Special Council                      |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-28-18                           | Home     | Board | Council                              |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 11-30-18                           | Home     |       | Sessions                             |                                                               |        | 109                               | \$ 52.42 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 12-01-18                           |          |       | Sessions                             |                                                               |        |                                   |          |                                      | \$ -      |       |         | 1.00    | 165.41 | ✓         |      |
| 12-03-18                           | Home     | Board | Meeting                              |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 12-05-18                           | Home     |       | Meeting with                         |                                                               |        | 28                                | \$ 13.34 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 12-05-18                           | Home     | Board | CORP                                 |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 12-06-18                           | Home     | Board | Foundation Meeting                   |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 12-07-18                           | Home     | Board |                                      |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| 12-12-18                           | Home     | Board | Council                              |                                                               |        | 34                                | \$ 16.32 | ✓                                    | \$ -      |       |         |         |        |           |      |
| GRAND TOTAL:                       |          |       | \$                                   | 439.78                                                        |        | \$                                | -        | 572                                  | \$ 274.37 |       | \$      | -       |        | \$ 165.41 | \$ - |

| BUDGET CODES                        |    |              |     |
|-------------------------------------|----|--------------|-----|
| TRAVEL CENTRAL<br>(PRINCIPALS ONLY) | \$ | 200-1-21120- | 308 |
| TRAVEL (SCH GA)                     | \$ | 203-1-51110  | 302 |
| LODGING/MEALS                       | \$ |              | 302 |
| CAR POOLING TRAVEL (SCH GA)         | \$ |              | 302 |
| OTHER                               |    |              | 302 |
| OTHER                               |    |              | 592 |
| OTHER                               |    |              |     |
| OTHER                               |    |              |     |
| TOTAL                               | \$ | 439.78       |     |

**IMPORTANT**

⓪ Kilometers are calculated at \$0.48/km.  
 ⓪ Car pooling kilometers are calculated at \$0.53/km.  
 ⓪ You must provide names of passengers in the descriptions line  
 ⓪ Attach ORIGINAL receipts to this form.  
 ⓪ This form must be signed by claimant and approved by your immediate supervisor.  
 ⓪ 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.  
 ⓪ Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Marion Monette.  
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COMMISSION SCOLAIRE SIR WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD



UNE  
EDUCATION  
EN ANGLAIS,  
UN AVENIR  
BILINGUE

REVISED - 2015/03/25

Amount paid 291.45

JAN 10 2019

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

Initials MS

|                           |  |                          |  |                                   |  |
|---------------------------|--|--------------------------|--|-----------------------------------|--|
| NAME: <u>Paolo Galati</u> |  | SCHOOL:                  |  | PERIOD: <u>August to November</u> |  |
| EMPLS:                    |  | PHONE: <u>[REDACTED]</u> |  | JOB TITLE: <u>Chair</u>           |  |
| YEAR: <u>2018-2019</u>    |  |                          |  |                                   |  |

| DATE<br>(Mth/Dy/Yr)<br>(AA/DD/00) | LOCATION |            | DESCRIPTION/<br>NATURE OF BUSINESS    | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>@ \$0.48/KM |           | CAR POOLING<br>TRAVEL<br>@ \$0.53/KM |           | MEALS |       | LODGING  |      | OTHER |      |
|-----------------------------------|----------|------------|---------------------------------------|---------------------------------------------------------------|--------|----------------------------------|-----------|--------------------------------------|-----------|-------|-------|----------|------|-------|------|
|                                   | FROM     | TO         |                                       | KM                                                            | AMOUNT | KM                               | AMOUNT    | KM                                   | COST      |       | COST  | # DAYS   | COST |       | COST |
| 12-13-18                          | Home     | Board      | Meeting with [REDACTED] for Town Hall |                                                               |        | 34                               | \$ 16.32  | ✓                                    | \$ -      |       |       |          |      |       |      |
| 12-17-18                          | Home     | Board      | Meeting [REDACTED]                    |                                                               |        | 34                               | \$ 16.32  | ✓                                    |           |       |       |          |      |       |      |
| 12-19-18                          | Home     | Board      | Meetings                              |                                                               |        | 34                               | \$ 16.32  |                                      |           |       |       |          |      |       |      |
| 12-21-18                          | Home     | Board      | RHS Breakfast & LJA Breakfast         |                                                               |        | 34                               | \$ 16.32  | ✓                                    |           |       |       |          |      |       |      |
| 01-04-19                          | Home     | [REDACTED] | Funeral [REDACTED]                    |                                                               |        | 408                              | \$ 195.84 | ✓                                    | \$ -      |       |       |          |      |       |      |
| 01-04-19                          | Home     | Board      | Funeral [REDACTED]                    |                                                               |        |                                  | \$ -      |                                      | \$ -      | 2     | 30.33 | ✓        |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
|                                   |          |            |                                       |                                                               |        |                                  | \$ -      |                                      | \$ -      |       |       |          |      |       |      |
| GRAND TOTAL:                      |          |            | \$                                    | 291.45                                                        |        | \$                               | -         | 544                                  | \$ 261.12 | \$    | -     | \$ 30.33 | \$   | -     | \$   |

RECEIVED  
FINANCE  
JAN 10 2019  
C.S. SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER S.B.

| BUDGET CODES                        |    |        |                  |
|-------------------------------------|----|--------|------------------|
| TRAVEL CENTRAL<br>(PRINCIPALS ONLY) | \$ | -      | 200-1-21120- 308 |
| TRAVEL (SCH G/L)                    | \$ | 261.12 | 203-1-51110 302  |
| LODGING/MEALS                       | \$ | 30.33  | 302              |
| CAR POOLING TRAVEL (SCH G/L)        | \$ | -      | 302              |
| OTHER                               |    |        | 302              |
| OTHER                               |    |        | 592              |
| OTHER                               |    |        |                  |
| OTHER                               |    |        |                  |
| TOTAL                               | \$ | 291.45 |                  |

- \*\*\*\*\* IMPORTANT \*\*\*\*\*
- Kilometers are calculated at \$0.48/km.
  - Car pooling kilometers are calculated at \$0.53/km.
  - You must provide names of passengers in the descriptions line.
  - Attach ORIGINAL receipts to this form.
  - This form must be signed by claimant and approved by your immediate supervisor.
  - 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.
  - Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Marion Monette.
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COMMISSION SCOLAIRE SIR WILFRID LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

Amount paid 444.10

EB

UNE  
ÉDUCATION  
EN ANGLAIS,  
UN AVENIR  
BILINGUE

OK  
HV

# EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

|                           |  |  |                            |  |  |                        |  |  |
|---------------------------|--|--|----------------------------|--|--|------------------------|--|--|
| NAME: <u>Paolo Galati</u> |  |  | SCHOOL: <u>Chair</u>       |  |  | PERIOD: <u>January</u> |  |  |
| EMPL #: <u>[REDACTED]</u> |  |  | PHONE #: <u>[REDACTED]</u> |  |  | YEAR: <u>2019</u>      |  |  |

| DATE<br>(DD/MM/YY)<br>(AA/JJ/MM) | LOCATION |                | DESCRIPTION/<br>NATURE OF BUSINESS  | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>@ \$0.48/KM |          | CAR POOLING<br>TRAVEL<br>@ \$0.53/KM |           | MEALS<br>FEB 5 2019<br>COST | LODGING<br>#DAYS<br>COST | OTHER<br>COST |      |
|----------------------------------|----------|----------------|-------------------------------------|---------------------------------------------------------------|--------|----------------------------------|----------|--------------------------------------|-----------|-----------------------------|--------------------------|---------------|------|
|                                  | FROM     | TO             |                                     | KM                                                            | AMOUNT | KM                               | AMOUNT   | KM                                   | COST      |                             |                          |               |      |
| 01-07-19                         | Home     | Board          | Meetings & Signing Docs             |                                                               |        | ✓34                              | \$ 16.32 |                                      |           |                             |                          |               |      |
| 01-09-19                         | Home     | Board          | Meeting                             |                                                               |        | ✓34                              | \$ 16.32 |                                      |           |                             |                          |               |      |
| 01-10-19                         | Home     | Board          | Foundation meeting - Town Hall Prep |                                                               |        | ✓34                              | \$ 16.32 |                                      |           |                             |                          |               |      |
| 01-14-19                         | Home     | Our Lady Peace | Foundation Presentation             |                                                               |        | ✓41                              | \$ 19.87 |                                      |           |                             |                          |               |      |
| 01-15-19                         | Home     |                | EXEC Meeting                        |                                                               |        | 51                               | \$ 24.48 | \$ -                                 |           |                             |                          |               |      |
| 01-16-19                         | Home     | Board          |                                     |                                                               |        | ✓34                              | \$ 16.32 | \$ -                                 |           |                             |                          |               |      |
| 01-17-19                         | Home     | JFK Elementary | Foundation Presentation             |                                                               |        | ✓2                               | \$ 10.75 | \$ -                                 |           |                             |                          |               |      |
| 01-19-19                         | Home     | Board          | Governance Session                  |                                                               |        | ✓34                              | \$ 16.32 | \$ -                                 |           |                             |                          |               |      |
| 01-20-19                         | Home     | Board          | Town Hall Prep for LSA              |                                                               |        | ✓34                              | \$ 16.32 | \$ -                                 |           |                             |                          |               |      |
| 01-21-19                         | Home     | LSA            | Town Hall at LSA                    |                                                               |        | ✓34                              | \$ 11.52 |                                      |           |                             |                          |               |      |
| 01-23-19                         | Home     | Board          | Meeting                             |                                                               |        | ✓34                              | \$ 16.32 |                                      |           |                             |                          |               |      |
| 01-24-19                         | Home     | [REDACTED]     | Foundation Gala                     |                                                               |        | ✓3                               | \$ 11.23 | \$ -                                 |           |                             |                          |               |      |
| 01-25-19                         | Home     | QESBA          | EXEC & Council Meeting              |                                                               |        | ✓31                              | \$ 24.48 | \$ -                                 |           |                             |                          |               |      |
| 01-29-19                         | Home     | [REDACTED] LSA | Press Conf & Open House             |                                                               |        | ✓23                              | \$ 10.94 | \$ -                                 |           |                             |                          |               |      |
| 01-31-19                         | Home     | Board          | Meetings & Signing Docs             |                                                               |        | ✓34                              | \$ 16.32 |                                      |           |                             |                          |               |      |
| GRAND TOTAL:                     |          |                |                                     | \$                                                            | 444.10 | \$                               | -        | 508                                  | \$ 243.84 | \$ -                        | \$200.26                 | \$ -          | \$ - |

| BUDGET CODES                        |    |        |              | PROJECT<br>CODE |
|-------------------------------------|----|--------|--------------|-----------------|
| TRAVEL CENTRAL<br>(PRINCIPALS ONLY) | \$ | -      | 200-1-21120- |                 |
| TRAVEL (SCH GL)                     | \$ | 243.84 | 203-1-51110  | 302             |
| LODGING/MEALS                       | \$ | 200.26 | 11           | 302             |
| CAR POOLING TRAVEL (SCH GL)         | \$ | -      |              | 302             |
| OTHER                               |    |        |              | 302             |
| OTHER                               |    |        |              | 592             |
| OTHER                               |    |        |              |                 |
| OTHER                               |    |        |              |                 |
| TOTAL                               | \$ | 444.10 |              |                 |

**\*\*\* IMPORTANT \*\*\***

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- Car pooling kilometers are calculated at \$0.53/km.
- You must provide names of passengers in the descriptions line.
- Attach ORIGINAL receipts to this form.
- This form must be signed by claimant and approved by your immediate supervisor.
- 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.
- Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Manon Monette.
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COMMISSION SCOLAIRE SIR WILFRID LAURIER  
MR WILFRID LAURIER SCHOOL BOARD

Amount paid

27136  
JUNE 36  
EDUCATION  
EN ANGLAIS,  
UN AVENIR  
BILINGUE

MAY 10

# EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

| NAME: Paolo Galati               |                     |                     | SCHOOL: Chair                 |                                                               |        | PERIOD: February              |        |                                   |      |       |        |         |      |       |    |
|----------------------------------|---------------------|---------------------|-------------------------------|---------------------------------------------------------------|--------|-------------------------------|--------|-----------------------------------|------|-------|--------|---------|------|-------|----|
| EMPL: [REDACTED]                 |                     |                     | PHONE: [REDACTED]             |                                                               |        | YEAR: 2019                    |        |                                   |      |       |        |         |      |       |    |
| DATE<br>(DD/MM/YY)<br>(AA/BB/CC) | LOCATION            |                     | NATURE OF BUSINESS            | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>CHAIRMAN |        | CAR POOLING<br>TRAVEL<br>CHAIRMAN |      | MEALS |        | LODGING |      | OTHER |    |
|                                  | FROM                | TO                  |                               | RM                                                            | AMOUNT | RM                            | AMOUNT | RM                                | COST | COST  | \$ DNR | COST    | COST |       |    |
| 02-05-19                         | Home                | Board               | Meetings & Signing Docs       |                                                               | 34     | \$                            | 16.32  | \$                                | -    |       |        |         |      |       |    |
| 02-06-19                         | Home                | Board               | Meeting                       |                                                               | 34     | \$                            | 16.32  |                                   |      |       |        |         |      |       |    |
| 02-07-19                         | Home                | Board               | Foundation meeting & Meetings |                                                               | 34     | \$                            | 16.32  |                                   |      |       |        |         |      |       |    |
| 02-07-19                         | Home                | Board               | Corp Review & PC              |                                                               | 34     | \$                            | 16.32  |                                   |      |       |        |         |      |       |    |
| 02-08-19                         | Home                | Board               | Christmas Breakfast           |                                                               | 34     | \$                            | 16.32  | \$                                | -    |       |        |         |      |       |    |
| 02-08-19                         | Home                | LSA                 | PASTA Night FUNDRAISER        |                                                               | 10     | \$                            | 10.27  | \$                                | -    |       |        |         |      |       |    |
| 02-11-19                         | Home                | Board               | Meetings & Signing Docs       |                                                               | 34     | \$                            | 16.32  | \$                                | -    |       |        |         |      |       |    |
| 02-12-19                         | Home                | Rosemere            | Japan Tournament              |                                                               | 36     | \$                            | 17.18  | \$                                |      |       |        |         |      |       |    |
| 02-12-19                         | Home                | [REDACTED]          | Foundation CSDL               |                                                               | 19     | \$                            | 9.02   | \$                                |      |       |        |         |      |       |    |
| 02-14-19                         | Home                | JHS                 | Hooked on School Days         |                                                               | 61     | \$                            | 29.47  |                                   |      |       |        |         |      |       |    |
| 02-14-19                         | JHS                 | Joliette Elementary | Hooked on School Days         |                                                               | 5      | \$                            | 3.00   |                                   |      |       |        |         |      |       |    |
| 02-14-19                         | Joliette Elementary | Home                | Hooked on School Days         |                                                               | 67     | \$                            | 32.06  |                                   |      |       |        |         |      |       |    |
| 02-15-19                         | Home                | LSA                 | Blue and Gold                 |                                                               | 21     | \$                            | 10.27  | \$                                |      |       |        |         |      |       |    |
| 02-18-19                         | Home                | Board               |                               |                                                               | 34     | \$                            | 16.32  | \$                                | -    |       |        |         |      |       |    |
| 02-19-19                         | Home                | Board               | conference call               |                                                               | 34     | \$                            | 16.32  | \$                                | -    |       |        |         |      |       |    |
| 02-20-19                         | Home                | Board               | PC Meeting                    |                                                               | 34     | \$                            | 16.32  |                                   |      |       |        |         |      |       |    |
| 02-21-19                         | Home                | Board               | Meeting                       |                                                               | 34     | \$                            | 16.32  |                                   |      |       |        |         |      |       |    |
| 02-23-19                         | Home                | Place Bel           | Foundation Fundraiser         |                                                               | 18     | \$                            | 8.54   |                                   |      |       |        |         |      |       |    |
| 02-25-19                         | Home                | [REDACTED]          |                               |                                                               | 24     | \$                            | 11.33  |                                   |      |       |        |         |      |       |    |
| GRAND TOTAL:                     |                     |                     | \$                            | 612                                                           | \$     | 294.36                        | \$     | -                                 | \$   | -     | \$     | -       | \$   | -     | \$ |

| BUDGET CODES                     |    |        |              | PROJECT CODE |
|----------------------------------|----|--------|--------------|--------------|
| TRAVEL CENTRAL (PRINCIPALS ONLY) | \$ | -      | 200-1-21120- |              |
| TRAVEL (SCH GL)                  | \$ | 294.36 | 203-1-51110  | 302          |
| LODGING/MEALS                    | \$ | -      |              | 302          |
| CAR POOLING TRAVEL (SCH GL)      | \$ | -      |              | 302          |
| OTHER                            |    |        |              | 302          |
| OTHER                            |    |        |              | 592          |
| OTHER                            |    |        |              |              |
| OTHER                            |    |        |              |              |
| TOTAL                            | \$ | 294.36 |              |              |

**IMPORTANT**

- Kilometers are calculated at \$0.40/km.
- Car pooling kilometers are calculated at \$0.53/km.
- You must provide names of passengers in the descriptions line.
- Attach ORIGINAL receipts to this form.
- This form must be signed by claimant and approved by your immediate supervisor.
- 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.
- Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Menon Monette.
- Please complete this form electronically. This form is available on the Portal.

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FUTURE

COMMISSION SCOLAIRE TRIMULHED-LAURIER  
SIR WILLIAM LAURIER SCHOOL BOARD



Amount paid

426.51  
ONE  
EDUCATION  
BILINGUE  
UN AVENIR

REVISED - 2015/03/25

OK  
Kv.

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galea SCHOOL: JOB TITLE: Chair PERIOD: March-April  
EMPLOYEE: PHONE: YEAR: 2019

| DATE<br>(MM/DD/YYYY) | LOCATION               |                       | DESCRIPTION/<br>NATURE OF BUSINESS | TRAVEL GENERAL<br>Principal & Management<br>Advisory Meetings |           | REGULAR<br>TRAVEL<br>FUEL/STOCK |        | CAR POOLING<br>TRAVEL<br>(\$0.53/KM) |      | MEALS |      | LODGING |      | OTHER |
|----------------------|------------------------|-----------------------|------------------------------------|---------------------------------------------------------------|-----------|---------------------------------|--------|--------------------------------------|------|-------|------|---------|------|-------|
|                      | FROM                   | TO                    |                                    | RM                                                            | AMOUNT    | RM                              | AMOUNT | RM                                   | COST | COST  | COST | COST    | COST |       |
| 03-09-19             | Home                   | Lachute               | Funeral                            |                                                               | ✓ 135     | \$ 71.55                        |        | \$ -                                 |      |       |      |         |      |       |
| 02-06-19             | Home                   | Lachute               | Hooked on School Days              |                                                               | ✓ 136     | \$ 65.28                        |        |                                      |      |       |      |         |      |       |
| 03-19-19             | Home                   | LJA                   |                                    |                                                               | ✓ 24      | \$ 11.33                        |        |                                      |      |       |      |         |      |       |
| 03-22-19             | Home                   | QESBA                 | Council                            |                                                               | ✓ 51      | \$ 24.67                        |        |                                      |      |       |      |         |      |       |
| 03-26-19             | Home                   |                       | Visit                              |                                                               | ✓ 29      | \$ 13.97                        |        | \$ -                                 |      |       |      |         |      |       |
| 03-26-19             | Centre de Constat-Plus |                       |                                    |                                                               | ✓ 8       | \$ 3.00                         |        | \$ -                                 |      |       |      |         |      |       |
| 03-28-19             |                        | Home                  |                                    |                                                               | ✓ 26      | \$ 12.34                        |        | \$ -                                 |      |       |      |         |      |       |
| 03-26-19             | Home                   | LSA                   |                                    |                                                               | ✓ 21      | \$ 44.33                        |        | \$ -                                 |      |       |      |         |      |       |
| 03-29-19             | Home                   |                       |                                    |                                                               | ✓ 58      | \$ 27.94                        |        | \$ -                                 |      |       |      |         |      |       |
| 04-02-19             | Home                   | Board                 | Meeting                            |                                                               | ✓ 34      | \$ 16.32                        |        |                                      |      |       |      |         |      |       |
| 04-04-19             | Home                   | Board                 | Foundation Meeting                 |                                                               | ✓ 34      | \$ 16.32                        |        |                                      |      |       |      |         |      |       |
| 04-04-19             | Home                   | Board                 | Parents Committee                  |                                                               | ✓ 34      | \$ 16.32                        |        |                                      |      |       |      |         |      |       |
| 04-05-19             | Home                   |                       |                                    |                                                               | ✓ 141     | \$ 67.87                        |        | \$ -                                 |      |       |      |         |      |       |
| 04-11-19             | Home                   | LJA                   | Star Fest                          |                                                               | ✓ 24      | \$ 11.33                        |        | \$ -                                 |      |       |      |         |      |       |
| 04-12-19             | Home                   | Board                 | Special Council Meeting            |                                                               | ✓ 34      | \$ 16.32                        |        | \$ -                                 |      |       |      |         |      |       |
| 04-12-19             | Home                   | St Vincent Elementary | Concert at St-Vincent              |                                                               | ✓ 6       | \$ 3.00                         |        | \$ -                                 |      |       |      |         |      |       |
| 04-13-19             | Home                   | RHS                   | Star Fest                          |                                                               | ✓ 35      | \$ 16.70                        |        | \$ -                                 |      |       |      |         |      |       |
| 04-13-19             | Home                   |                       |                                    |                                                               | ✓ 23      | \$ 10.85                        |        | \$ -                                 |      |       |      |         |      |       |
| 04-15-19             | Home                   | LJA                   | Tedx Youth Level (P&L program)     |                                                               | ✓ 24      | \$ 11.33                        |        | \$ -                                 |      |       |      |         |      |       |
| GRAND TOTAL:         |                        |                       |                                    |                                                               | \$ 426.51 | \$ 427.78                       |        | \$ 426.51                            |      | \$ -  | \$ - | \$ -    | \$ - |       |

BUDGET CODES

|                                     |           |             |     |
|-------------------------------------|-----------|-------------|-----|
| TRAVEL GENERAL<br>(PRINCIPALS ONLY) | \$ -      | 200-1-21120 | 308 |
| TRAVEL (SCH GL)                     | \$ 426.51 | 203-1-51110 | 302 |
| LODGING/MEALS                       | \$ -      |             | 302 |
| CAR POOLING TRAVEL (SCH GL)         | \$ -      |             | 302 |
| OTHER                               |           |             | 302 |
| OTHER                               |           |             | 592 |
| OTHER                               |           |             |     |
| OTHER                               |           |             |     |
| TOTAL                               | \$ 426.51 |             |     |

- 100.51
- 1. Kilometers are calculated at \$0.48/km.
  - 2. Car pooling kilometers are calculated at \$0.53/km.
  - 3. You must provide names of passengers in the descriptions line.
  - 4. Attach ORIGINAL receipts to this form.
  - 5. This form must be signed by claimant and approved by your immediate supervisor.
  - 6. 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.
  - 7. Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Marion Monette.
  - 8. Please complete this form electronically. This form is available on the Portal.

ENTERED MAY 08 2019

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FIN  
CE

MAY 7 2019

FRIDAY  
MAY 10 2019

03-13-19

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

UNE  
EDUCATION  
EN ANGLAIS  
UN AVENIR  
BILINGUE

Amount paid 240.19

## EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

|                           |  |          |  |                                 |  |
|---------------------------|--|----------|--|---------------------------------|--|
| NAME: <b>Paolo Galati</b> |  | SCHOOL:  |  | PERIOD: <b>Initial 10-05-21</b> |  |
| EMPL #:                   |  | PHONE #: |  | JOB TITLE: <b>Chair</b>         |  |
| YEAR: <b>2019</b>         |  |          |  |                                 |  |

| DATE<br>(MM/DD/YY)<br>(AA/00/00) | LOCATION                     |               | DESCRIPTION<br>NATURE OF BUSINESS                | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>@ \$0.42/KM |          | CAR POOLING<br>TRAVEL<br>@ \$0.53/KM |      | MEALS<br>COST | LODGING<br>#DAYS COST | OTHER<br>COST |
|----------------------------------|------------------------------|---------------|--------------------------------------------------|---------------------------------------------------------------|--------|----------------------------------|----------|--------------------------------------|------|---------------|-----------------------|---------------|
|                                  | FROM                         | TO            |                                                  | KM                                                            | AMOUNT | KM                               | AMOUNT   | KM                                   | COST |               |                       |               |
| 04-16-19                         | Home                         | Board         | Meeting                                          |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |               |                       |               |
| 04-18-19                         | Home                         | Board         | SWLF                                             |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |               |                       |               |
| 04-25-19                         | Home                         |               | Launch                                           |                                                               |        | 50                               | \$ 23.90 | ✓                                    | \$ - |               |                       |               |
| 04-25-19                         | Home                         | LJA           |                                                  |                                                               |        | 30                               | \$ 14.40 | ✓                                    | \$ - |               |                       |               |
| 05-02-19                         | Home                         | Board         | Foundation Meeting at the Plaza                  |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |               |                       |               |
| 05-02-19                         | Home                         |               |                                                  |                                                               |        | 18                               | \$ 8.64  | ✓                                    | \$ - |               |                       |               |
| 05-02-19                         | Home                         |               | Souper gastronomique Fondation scolaire de Laval |                                                               |        | 7                                | \$ 3.55  | ✓                                    | \$ - |               |                       |               |
| 05-02-19                         | CHAPELLE DU MONT DE LA SALLE | Embassy Plaza | Awards Night LSA                                 |                                                               |        | 7                                | \$ 3.22  | ✓                                    | \$ - |               |                       |               |
| 05-02-19                         | Embassy                      | Home          |                                                  |                                                               |        | 12                               | \$ 5.62  | ✓                                    | \$ - |               |                       |               |
| 05-03-19                         | Home                         | LJA           | Beauty and the Beast                             |                                                               |        | 30                               | \$ 14.40 | ✓                                    | \$ - |               |                       |               |
| 05-06-19                         | Home                         | Board         | Special Council                                  |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |               |                       |               |
| 05-07-19                         | Home                         | Board         | Meeting                                          |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |               |                       |               |
| 05-08-19                         | Home                         | Board         | Exec Meeting at the Board                        |                                                               |        | 34                               | \$ 16.32 | ✓                                    | \$ - |               |                       |               |
| 05-14-19                         | Home                         |               |                                                  |                                                               |        | 23                               | \$ 10.94 | ✓                                    | \$ - |               |                       |               |
| 05-16-19                         | Home                         |               | Meeting                                          |                                                               |        | 36                               | \$ 17.09 | ✓                                    | \$ - |               |                       |               |
| 05-16-19                         | Home                         |               |                                                  |                                                               |        | 23                               | \$ 10.94 | ✓                                    | \$ - |               |                       |               |
| 05-18-19                         | Home                         | RHS           | Site Visit at the Board                          |                                                               |        | 36                               | \$ 17.09 | ✓                                    | \$ - |               |                       |               |
| 05-26-19                         | Home                         | LJA           | Celebration                                      |                                                               |        | 30                               | \$ 14.40 | ✓                                    | \$ - |               |                       |               |
| 05-27-19                         | Home                         | LJA           | Personnel ACCT at the Board                      |                                                               |        | 30                               | \$ 14.40 | ✓                                    | \$ - |               |                       |               |
| GRAND TOTAL:                     |                              |               |                                                  | \$ 240.19                                                     | 534    | \$ 256.51                        | 240.19   | \$ -                                 | \$ - | \$ -          |                       |               |

| BUDGET CODES                        |           |              |     | PROJECT CODE |
|-------------------------------------|-----------|--------------|-----|--------------|
| TRAVEL CENTRAL<br>(PRINCIPALS ONLY) | \$        | 200-1-21120- | 308 |              |
| TRAVEL (SCH GL)                     | \$ 240.19 | 203-1-51110  | 302 |              |
| LODGING/MEALS                       | \$ 240.19 |              | 302 |              |
| CAR POOLING TRAVEL (SCH GL)         | \$        |              | 302 |              |
| OTHER                               |           |              | 302 |              |
| OTHER                               |           |              | 592 |              |
| OTHER                               |           |              |     |              |
| OTHER                               |           |              |     |              |
| TOTAL                               | \$ 256.51 | 240.19       |     |              |

--- IMPORTANT ---

0 Kilometers are calculated at \$0.42/km.  
 0 Car pooling kilometers are calculated at \$0.53/km.  
 0 You must provide names of passengers in the descriptions line  
 0 Attach ORIGINAL receipts to this form.  
 0 This form must be signed by claimant and approved by your immediate supervisor.  
 0 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.  
 0 Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Marion Monette.  
 0 Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:



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COMMISSION SCOLAIRE SIR-WILFRID LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

UNE  
EDUCATION  
EN ANGLAIS,  
UN AVENIR  
BILINGUE

Amount paid 277.32

2019

## EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

|                    |  |                  |  |                        |  |
|--------------------|--|------------------|--|------------------------|--|
| NAME: Paolo Galati |  | SCHOOL:          |  | PERIOD: 05-28 to 06-18 |  |
| PHONE #:           |  | JOB TITLE: Chair |  | YEAR: 2019             |  |

| DATE<br>(MM/DD/YY)<br>(AA/BB/CC) | LOCATION |                       | DESCRIPTION/<br>NATURE OF BUSINESS               | TRAVEL CENTRAL<br>Principal & Management<br>Advisory Meetings |        | REGULAR<br>TRAVEL<br>@ \$0.48/KM |           | CAR POOLING<br>TRAVEL<br>@ \$0.53/KM |           | MEALS |        | LODGING |      | OTHER |  |
|----------------------------------|----------|-----------------------|--------------------------------------------------|---------------------------------------------------------------|--------|----------------------------------|-----------|--------------------------------------|-----------|-------|--------|---------|------|-------|--|
|                                  | FROM     | TO                    |                                                  | KM                                                            | AMOUNT | KM                               | AMOUNT    | KM                                   | COST      | COST  | # DAYS | COST    | COST |       |  |
| 05-28-19                         | Home     | Board                 | Meeting                                          |                                                               |        | 34                               | \$ 16.32  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 05-30-19                         | Home     |                       | Laurier Gala / Star Fest                         |                                                               |        | 25                               | \$ 12.00  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 05-31-19                         | Home     | St-Vincent Elementary | COLOUR TO CONQUER CANCER                         |                                                               |        | 6                                | \$ 3.00   | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-03-19                         | Home     | Board                 | Special Council                                  |                                                               |        | 34                               | \$ 16.32  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-04-19                         | Home     | LJA                   | LJA Awards Night                                 |                                                               |        | 30                               | \$ 14.40  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-05-19                         | Home     |                       | Meeting with                                     |                                                               |        | 35                               | \$ 17.18  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-06-19                         | Home     | MH Elementary         | Monn Heights Elementary School Outdoor Classroom | 138                                                           |        | 34                               | \$ 16.32  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-06-19                         | Home     | LJA                   | GDC Pont-Viau Celebration of Learning            |                                                               |        | 30                               | \$ 14.40  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-10-19                         | Home     | Board                 |                                                  |                                                               |        | 34                               | \$ 16.32  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-10-19                         | Home     |                       |                                                  |                                                               |        | 17                               | \$ 8.35   | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-10-19                         | Home     |                       |                                                  |                                                               |        | 22                               | \$ 10.66  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-12-19                         | Home     | Board                 | Special Council                                  |                                                               |        | 34                               | \$ 16.32  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-13-19                         | Home     |                       | Foundation- Lobster Fest                         |                                                               |        | 25                               | \$ 12.00  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-14-19                         | Home     | St-Vincent Elementary | Graduation                                       |                                                               |        | 6                                | \$ 3.00   | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-14-19                         | Home     | LJA                   | Greatest Showman - Jules Verne                   |                                                               |        | 30                               | \$ 14.40  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-18-19                         | Home     | Board                 | Meeting                                          |                                                               |        | 34                               | \$ 16.32  | ✓                                    | \$ -      |       |        |         |      |       |  |
| 06-20-19                         | Home     |                       | Jules Verne Graduation                           | 20                                                            |        | 10                               | \$ 4.90   | ✓                                    | \$ 9.00   |       |        |         |      |       |  |
| 06-18-19                         | HOME     |                       | Genesis Graduation                               | 23                                                            |        | 4                                | \$ 3.00   | ✓                                    | \$ 11.00  |       |        |         |      |       |  |
| GRAND TOTAL:                     |          |                       |                                                  |                                                               |        |                                  | \$ 277.32 |                                      | \$ 277.32 |       |        |         |      |       |  |

| BUDGET CODES                        |           |              |     |
|-------------------------------------|-----------|--------------|-----|
| TRAVEL CENTRAL<br>(PRINCIPALS ONLY) | \$ -      | 200-1-21120- | 308 |
| TRAVEL (SCH GL)                     | \$ 277.32 | 203-1-51110  | 302 |
| LODGING/MEALS                       | \$ 277.32 |              | 302 |
| CAR POOLING TRAVEL (SCH GL)         | \$ -      |              | 302 |
| OTHER                               |           |              | 302 |
| OTHER                               |           |              | 592 |
| OTHER                               |           |              |     |
| OTHER                               |           |              |     |
| TOTAL                               | \$ 277.32 |              |     |

IMPORTANT:

- Kilometers are calculated at 50.48/km.
- Car pooling kilometers are calculated at \$0.53/km.
- You must provide names of passengers in the descriptions line.
- Attach ORIGINAL receipts to this form.
- This form must be signed by claimant and approved by your immediate supervisor.
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