

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

REVISED - 2018/03/10

OR
KY

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES (part 341)

NAME: **Paolo Galati** SCHOOL: **A** PERIOD: **08-25 to 09-22**
 EMPLOYEE ID: **[REDACTED]** FINDER: **[REDACTED]** JOB TITLE: **Chair** YEAR: **2019**

| DATE (MM/DD/YY) (REQUIRED) | LOCATION | | DESCRIPTION/ NATURE OF BUSINESS | TRAVEL CENTRAL Principal & Management Advisory Staffing | | REGULAR TRAVEL (BUSINESS) | | CAR POOLING TRAVEL (BUSINESS) | | MEALS | | LODGING | | OTHER | |
|-------------------------------|----------|----------------------|---|---|--------|---------------------------------|---------------|-------------------------------------|------|-------|----|---------|--------------|-------|----|
| | FROM | TO | | RV | AMOUNT | RV | AMOUNT | RV | COST | COST | RV | COST | COST | | |
| 06-25-19 | Home | Board | Meeting with DG | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 06-25-19 | Home | QESBA | Executive Meeting | | | 81 | \$ 24.48 | | \$ - | | | | | | |
| 06-25-19 | Home | Board | Meeting with QESBA | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 07-04-19 | Home | Board | Selection Committee - Ethics Commissioners | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 07-08-19 | Home | Board | Selection Committee - LRHS V-P | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 07-08-19 | Home | Board | Selection Committee - Sports Etude | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 07-10-19 | Home | Board | Meeting with DG & Sao Gen | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 07-15-19 | Home | Board | Special Council | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 07-31-19 | Home | [REDACTED] | Press Conference - Jeux du QC 2020 | | | 19 | \$ 8.45 | | \$ - | | | | | | |
| 08-20-19 | Home | QESBA | Executive Meeting | | | 81 | \$ 24.48 | | \$ - | | | | | | |
| 08-21-19 | Home | Board | Executive Meeting | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 08-22-19 | Home | EMSB | LRAC Meeting | | | 88 | \$ 18.48 | | \$ - | | | | | | |
| 08-08-19 | Home | Ecole Eureka | Rentée Sociale-Débarque mal au bon endroit | | | 10 | \$ 4.61 | | \$ - | | | | | | |
| 08-08-19 | Home | QESBA | Meeting with QESBA & EXEC | | | 81 | \$ 24.48 | | \$ - | | | | | | |
| 09-07-19 | Home | Board | Pick up VOLT for [REDACTED] QC City | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 09-07-19 | | | GAZ Fill up for the VOLT | | | | \$ - | | \$ - | | | 38.41 | | | |
| 09-17-19 | Home | club de golf members | Tournoi de golf - Fondation scolaire de Laval | | | 46 | \$ 22.27 | | \$ - | | | | | | |
| 09-21-19 | Home | Board | Rosemere HS Graduation | | | 34 | \$ 18.32 | | \$ - | | | | | | |
| 06-18-19 | Home | Chaplex Laval | The SUBURBAN Ball Hockey Tournament | | | 27 | \$ 18.05 | | \$ - | | | | | | |
| GRAND TOTAL: | | | | | | \$ | 341.87 | | \$ | | | \$ | 38.41 | \$ | \$ |

ENTERED SEP 25 2019
 RECEIVED
 FINANCE
 SEP 21 2019
 RECEIVED
 SEP 21 2019

| BUDGET CODES | | | |
|----------------------------------|-----------|---------------|---------------------|
| TRAVEL CENTRAL (PRINCIPALS ONLY) | \$ | 2004-21120- | 306 |
| TRAVEL (SCH GL) | \$ | 308.48 | 209-1-81110 302 |
| LODGING/MEALS | \$ | 38.41 | 209-1-61441-437 302 |
| CAR POOLING/TRAVEL (SCH GL) | \$ | | 302 |
| OTHER | | | 302 |
| OTHER | | | 592 |
| OTHER | | | |
| OTHER | | | |
| TOTAL | \$ | 341.87 | |

STIPENDIARY WORK

- ① Amounts are calculated at \$0.45/m.
- ② Car pooling expenses are calculated at \$0.45/m.
- ③ You must provide names of passengers in the directions 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. Please note to Finance if you are submitting this form electronically. This form is available on the Portal.

REQUESTED BY:

[REDACTED SIGNATURE]

AN ENGLISH EDUCATION, A BILINGUAL FUTURE



UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati SCHOOL: _____ PERIOD: 09-27 to 10-26
 EMPLE: _____ PHONE #: 514-945-7145 JOB TITLE: Chair YEAR: 2019

| DATE (MM/DD/YY) (AANNE) | LOCATION | | DESCRIPTION/ NATURE OF BUSINESS | TRAVEL CENTRAL Principal & Management Advisory Meetings | | REGULAR TRAVEL @ \$0.42/KM | | CAR POOLING TRAVEL @ \$0.53/KM | | MEALS COST | LODGING #DAYS COST | OTHER COST |
|-------------------------|----------|----------------------------|--|---|----------------------------|-------------------------------|--------|-----------------------------------|------|---------------|-----------------------|---------------|
| | FROM | TO | | KM | AMOUNT | KM | AMOUNT | KM | COST | | | |
| | 09-27-19 | Home | | Board | Rosemere HS Climate Change | | 34 | \$ 16.32 | | | | |
| 09-27-19 | Home | LJA | LJA Climate Change | | 23 | \$ 10.94 | | \$ - | | | | |
| 09-27-19 | Home | St-Vincent Elementary | Welcome Back Carnival | | 7 | \$ 3.17 | | \$ - | | | | |
| 10-03-19 | Home | Board | Parents Committee | | 34 | \$ 16.32 | | \$ - | | | | |
| 10-05-19 | Home | montreal abouelles stadium | SWLSB Alouettes Game | | 33 | \$ 15.81 | | \$ - | | | | |
| 10-06-19 | Home | Congrè Palace | LSA Graduation | | 19 | \$ 9.3 | | \$ - | | | | |
| 10-07-19 | Home | Congrè Palace | Phoenix Graduation | | 19 | \$ 9.3 | | \$ - | | | | |
| 10-09-19 | Home | Board | Selection Committee | | 34 | \$ 16.32 | | \$ - | | | | |
| 10-09-19 | Home | LJA | Governing Board Meeting | | 23 | \$ 10.94 | | \$ - | | | | |
| 10-10-19 | Home | Château Royale | Retirement Dinner | 31 | 2 | \$ 11.62 | | 14,88 | | | | |
| 10-11-19 | Home | Hilcrest Academy | Outdoor Classroom Inauguration | | 28 | \$ 13.34 | | \$ - | | | | |
| 10-16-19 | Home | Embassy Plaza | Consultation SRQEA Laval | | 23 | \$ 11.23 | | \$ - | | | | |
| 10-17-19 | Home | RHS | Open House | | 35 | \$ 16.70 | | \$ - | | | | |
| 10-18-19 | Home | Board | Special Council Meeting | | 34 | \$ 16.32 | | \$ - | | | | |
| 10-18-19 | Home | Maison des Arts | Lancement PRDS In Laval | | 17 | \$ 8.35 | | \$ - | | | | |
| 10-19-19 | Home | LRHS | LRHS Graduation with Mr Di Sano | | | \$ - | 142 | \$ 75.15 | | | | |
| 10-22-19 | Home | LJA | LJA Appreciation | | 23 | \$ 10.94 | | \$ - | | | | |
| 10-24-19 | Home | Joliette | Mobilisation pour la persévérance scolaire dans le MFC de Joliette | 136 | 76 | \$ 84.48 | | 65,28 | | | | |
| 10-25-19 | Home | LTM | LTM Graduation with Mr Di Sano | | | \$ - | 57 | \$ 30.21 | | | | |
| 10-26-19 | Home | Joliette | Joliette High Graduation with Mr Di Sano | | | \$ 265,92 | 24 | \$ 66.51 | | | | |
| GRAND TOTAL: | | | | \$ 436,40 | 586 | \$ 287,47 | 199 | \$ 170,87 | | | | |

| BUDGET CODES | | | |
|----------------------------------|-----------|--------------|-----|
| TRAVEL CENTRAL (PRINCIPALS ONLY) | \$ - | 200-1-21120- | 308 |
| TRAVEL (SCH GL) | \$ 265,92 | 203-1-51110 | 302 |
| LODGING/MEALS | \$ - | | 302 |
| CAR POOLING TRAVEL (SCH GL) | \$ 170,87 | | 302 |
| OTHER | | | 302 |
| OTHER | | | 592 |
| OTHER | | | |
| OTHER | | | |
| TOTAL | \$ 436,79 | 436,40 | |

IMPORTANT

- 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 Manon Normie.
- 8. Please complete this form electronically. This form is available on the Portal.

REQUESTED BY: _____

NAME (Please print) Paolo Galati

APPROVED BY: _____

NAME (Please print) F. ASSOCIATE

(Immediate Superior)

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

UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: **Paolo Galati** SCHOOL: **Chair** PERIOD: **11-28 to 01-03**
 EMPLOYEE #: **[REDACTED]** PHONE #: **[REDACTED]** JOB TITLE: **Chair** YEAR: **2019-2020**

| DATE (MM/DD/YY) (AA/BB/CC) | LOCATION | | DESCRIPTION/ NATURE OF BUSINESS | TRAVEL CENTRAL Principal & Management Advisory Meetings | | REGULAR TRAVEL @ \$0.48/KM | | CAR POOLING TRAVEL @ \$9.53/KM | | MEALS | LODGING | OTHER |
|----------------------------------|----------|-------------------------|--|---|--------|----------------------------------|------------|--------------------------------------|-----------|-------|---------|-------|
| | FROM | TO | | KM | AMOUNT | KM | AMOUNT | KM | COST | COST | # DAYS | COST |
| 11-28-19 | Home | Board | Steering Committee-POI Long Term Committee | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| 12-05-19 | Home | Board | Parents Committee Meeting | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| 12-09-19 | Home | Board | LRAC Meeting | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| | | | | | | | \$ - | ✓ | \$ - | | | |
| 12-11-19 | Home | St-Vincent Elementary | Read for Fun | | | 2 | \$ 3.00 | ✓ | \$ - | | | |
| 12-11-19 | Home | Board | Meeting with Secretary General | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| 12-20-19 | Home | Board | RHS Community Breakfast | | | 17 | \$ 8.16 | ✓ | \$ - | | | |
| 12-20-19 | Board | Laval Junior Academy | LJA Community Breakfast + HOME 29 | | | | \$ 11.03 | ✓ | \$ 13.92 | | | |
| 01-06-20 | Home | Complexe Funeraire | [REDACTED] | | | 45 | \$ 21.50 | ✓ | \$ - | | | |
| 01-07-20 | Home | Board | Office Work | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| 01-17-20 | Home | Board | Special Council Meeting | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| 01-21-20 | Home | Board | POI Committee | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| 01-23-20 | Home | Board | Office Work | | | 34 | \$ 16.32 | ✓ | \$ - | | | |
| 01-23-20 | Home | Embassy Plaza | SWLF Gala | | | 23 | \$ 11.23 | ✓ | \$ - | | | |
| 01-24-20 | Home | LEARN Office | Meeting with Dir. Gen. & LEARN | | | 25 | \$ 12.29 | ✓ | \$ 12.00 | | | |
| 01-29-20 | Home | McCaug Elementary | Shooting of Video for Teachers Week | | | 35 | \$ 16.90 | ✓ | \$ - | | | |
| 01-30-20 | Home | Salle André Mathieu | Soirée bénédiction de la 55e finale des jeux du Québec | | | 17 | \$ 8.35 | ✓ | \$ - | | | |
| 01-31-20 | Home | QESBA Office | QESBA Board Meeting | | | 51 | \$ 24.48 | ✓ | \$ - | | | |
| 01-31-20 | Home | LSA | LSA Pasta Night | | | 25 | \$ 11.81 | ✓ | \$ - | | | |
| 02-03-20 | Home | Cole St Luc Com. Centre | APELLE Press Conference | | | 42 | \$ 20.35 | ✓ | \$ - | | | |
| 02-03-20 | Home | OLP | Our Lady of Peace OPEN HOUSE | | | 40 | \$ 19.30 | ✓ | \$ - | | | |
| GRAND TOTAL: | | | | | | | \$ 282,210 | | \$ 279,86 | | | \$ - |

| BUDGET CODES | | | |
|-----------------------------------|------------|--------------|-----|
| TRAVEL CENTRAL (PRINCIPAL & ONLY) | \$ - | 200-1-21120- | 308 |
| TRAVEL (SCH GL.) | \$ 282,210 | 203-1-51110 | 302 |
| LODGING/MEALS | \$ - | | 302 |
| CAR POOLING TRAVEL (SCH GL.) | \$ - | | 302 |
| OTHER | | | 302 |
| OTHER | | | 592 |
| OTHER | | | |
| OTHER | | | |
| TOTAL | \$ 282,210 | | |

- IMPORTANT**
- Kilometers are calculated at 50.48/km.
 - Car pooling kilometers are calculated at \$9.53/km. You must provide names of passengers in the descriptions line.
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