Revised 08/03/01

AN ENGLISH EDUCATION A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS UN AVENIR BILINGUE

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

NAME	P. L. MacLaurin	JOB TITLE	Commissioner	MONTH	November- February
EMPLOYEE NO				YEAR	2014-15

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committee KM	AMOUNT	302 MEALS #	COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	AMOUNT	812 CONFERENCES COST	302 LODGING #DAYS	AMOUNT	302 MEALS #	COST	302 OTHER COST
2014-11-10	MH-	AES-MH	Gov Board	72	34.56		35.81									
2014-11-11	MH-	LRHS-MH	Remembrence Day Ass.	84	40.32		37.54									
2014-11-12	MH-	BO-MH	Council	104	50.11											
2014-11-18	MH-	LRHS-MH	Gov. Board	78	37.54		[redacted]									
2014-11-26	MH-	BO-MH	IT-SCh.Org-Elect Exp-SV	104	50.11											
2014-12-01	MH-	BO-MH	SEAC	104	50.11											
2014-12-02	MH-	SAES-MH	Gov. Board	25	12.19											
2014-12-03	MH-	BO-MH	Appeals Rev./Council	104	50.11											
2014-12-06	MH-	MHES-mh	Gov. Board	5	3.00											
2015-01-07	MH-	BO-MH	Special Council	104	50.11											
2015-01-13	MH-	AES-MH	Gov Board	75	35.81											
2015-01-27	MH-	BO-MH	Election Report	104	50.11											
2015-02-08	MH-	BO-MH	Caucus	104	50.11											
2015-02-23	MH-	AES-MH	Gov. Board	75	35.81											
2015-02-25	MH-	BO-MH	Council	104	50.11											
GRAND TOTAL			$ 600.12	1249	$ ~~600.12~~		$ -	$ -		$ -	$ -		$ -		$ -	$ -

Amount paid 598.59

MAY -7 2016

Initials

APR 22 2015

BUDGET CODES

TRAVEL 598.59	$ ~~600.12~~	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	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	$ ~~600.12~~	598.59

- Kilometers are calculated at $0.48/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 followingpay
- Please complete this form electronically. This form is available on the Portal.

REQUESTED BY: [redacted]

Immediate Supervisor

SWLSB-exp orm-11-12-14

REVISED - 2014/09/09

AN ENGLISH EDUCATION, **A BILINGUAL FUTURE**

COMMISSION SCOLAIRE SIR WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

UNE ÉDUCATION EN ANGLAIS, **UN AVENIR BILINGUE**

TRAVEL & REPRESENTATION EXPENSES CLAIM FORM - ALL EMPLOYEES

P.L. MacLaurin

EMPL #: | PHONE #: | SCHOOL: V | PERIOD: March-June
JOB TITLE: Commissioner Ward 1 | YEAR: 2015

DATE (Mth/Dy/Yr) (AA/00/00)	LOCATION FROM	LOCATION TO ✓	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL AMOUNT	LODGING # DAYS	LODGING COST	MEALS #	MEALS COST	PARKING COST	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING TRAVEL AMOUNT	CELL PHONE & OTHER COST
02-27-2015	MH-	SAES-MH	Kindergarten art exibition	12.7	$ 6.10		$ -								
03/25/15	MH-BO	MH	Council	104 4	$ 50 11		$ -							$ -	
04/20/15	MH-BO	MH	Council	104 4	$ 50 11		$ -							$ -	
05/06/15	MH-BO	MH	Corp.	104.4	$ 50.11		$ -							$ -	
05/21/15	Lachute-St-Jovite	MH	[redacted] Funeral	132.9	$ 63.79		$ -							$ -	
05/25/15	MH-AES	MH	Arundel Gov. Board	72.0	$ 34.56		$ -							$ -	
06/16/15	MH-SAES	MH	Ste. Adele Gov.Board	27 4	$ 13.15		$ -							$ -	
06/17/15	MH-SAA	MH	Ste,Agathe Academy gr.6.grad.	56 0	$ 26.88		$ -							$ -	
06/18/15	MH-CDC	MH	CDC Vimont Grad.	125 0	$ 60.00		$ -							$ -	
06/19/15	MH-SAA	MH	Ste. Agathe Grad.	56.0	$ 26.88		$ -							$ -	
06/22/15	MH-AES	MH	Closing Ceremonies AES	72.0	$ 34.56		$ -							$ -	
06/23/15	MH-SAES	MH	Ste. Adele Closing Ceremonies	27.4	$ 13.15		$ -							$ -	
06/26/15	MH-BO	MH	Strat.Plan/Caucus	104.4	$ 50.11		$ -							$ -	
09/29/15	MH-Bo	MH	Council	104 4	$ 50.11		$ -							$ -	
					$ -		$ -							$ -	
					$ -		$ -							$ -	
GRAND TOTAL:			$ 529.63	1103	$ 529.63		$ -							$ -	

Amount paid 529.63
JUL 30 2015
Initials
RECEIVED JUL 13 2015
REÇU - RECEIVED FINANCE
JUL - 0 2015
C.S. SIR WILFRID-LAURIER
SIR WILFRID LAURIER S.B.

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ 529.63	~~200-1-21120-~~	308	
TRAVEL (SCH G/L)	$ -	20315110	302	
LODGING/MEALS	$ -		302	
PARKING	$ -		302	
CAR POOLING TRAVEL (SCH G/L)	$ -		302	
OTHER	$ -			
OTHER				
OTHER				
TOTAL	$ 529.63			

***** IM... TANT *****

1. Kilometers are calculated at $0.48/km.
2. Car pooling kilometers are calculated at $0.53/km. You must provide names of passengers in the descriptions line
3. Attach ORIGINAL receipts to this form
4. This form must be signed by claimant and approved by your immediate supervisor
5. This Travel and Representation expense claim form is not to be used for the purchasing of equipment and supplies for your school or department. The normal purchasing procedures must be followed
6. Expense claims must be submitted by 4 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
7. Please complete this form electronically This form is available on the Portal

[redacted]

Revised 08/03/01

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	P. L. MacLaurin	JOB TITLE	Commissioner	MONTH	September-October 2015
EMPLOYEE NO.				YEAR	2015-2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	AMOUNT	302 MEALS #	COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	AMOUNT	812 CONFERENCES COST	302 LODGING DAYS	AMOUNT	302 MEALS #	COST	302 OTHER COST
2015-09-09	MH-LRHS	MH	[redacted] Run	79	37.73											
2015-09-15	MH-BO	MH		104	50.06											
2015-09-16	MH-BO	MH	Corporate Comm.	104	50.06											
2015-09-23	MH-BO	MH	Council	104	50.06											
2015-09-27	[redacted]	MH	Laurier Senior HS Grad.	119	57.02											
2015-09-29	MH-AES	MH	Arundel G.B	75	35.81											
2015-09-30	MH-ASS	MH		56	26.78											
2015-09-30	MH-SAA	MH	SAA Gov Board	56	26.78											
2015-10-17	MH-LRHS	MH	LRHS Grad	79	37.73											
2015-10-21	MH-BO	MH	CSD/Corp comm	104	50.06											
2015-10-22	MH-LRHS	MH	Fact and Fiction class	79	37.73											
2015-10-24	MH-JHS	MH	Grad	174	83.62											
2015-10-28	MH	BO		52	25.06											
2015/210/28	[redacted]	MH		18	8.69											
2015-10-28	[redacted]	MH		60	28.80											
2015/11/	MH-SAES	MH	Gov. Board	25	11.86											
2015-11-04	MH-BO	MH	Council	104	50.06											
GRAND TOTAL			$ 667.92	1392	$ 667.92	-	$ -	$ -		$ -	$ -	-	$ -	-	$ -	$ -

Amount paid 667.92

DEC - 3 2015

Initials

ENTERED ... 2015

REÇU - RECEIVED
FINANCE
NOV 13 2015
C.S. SIR-WILFRID-LAURIER
SIR WILFRID LAURIER S.B.

BUDGET CODES

TRAVEL	$ 667.92	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55600 - 302
PIC-CONFERNCES	$ -	203- 1- 55500 - 812
PIC -LODGING	$ -	203- 1- 55600 - 302
PIC - MEALS	$ -	203- 1- 55500 - 302
PIC - OTHER	$ -	203- 1- 55500 - 302
*ADVANCE		000-1-01503-000
TOTAL	$ 667.92	-

IMPORTANT

- Kilometers are calculated at $0.48/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:

NAM[redacted]

APPRO[redacted]

Immediate Supervisor

Revised 08/03/01

OK
KY

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

NAME	P MacLaurin	JOB TITLE	Commissioner	MONTH	April-May
EMPLOYEE NO.				YEAR	2016

DATE (Day/Mth/Yr) (00/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	AMOUNT	302 MEALS #	COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	AMOUNT	812 CONFERENCES COST	302 LODGING #DAYS	AMOUNT	302 MEALS #	COST	302 OTHER COST
06/04/16	MH	BO-MH	Ped Comm	√104	50.06											
20/04/16	MH	BO-MH	Corp. Comm.	√104	50.06											
22/04/16	MH	Dorval-MH	DG Selection Comm	√150	71.90											
27/04/16	MH	BO-MH	Exec/Council	√104	50.06											
29/04/16	MH	Dorval-MH	DG Selection Comm	√150	71.90											
04/05/16	MH	BO-MH	Ped Comm	√104	50.06											
06/05/16	MH	Dorval-MH	DG Selection Comm	√150	71.90											
17/05/16	MH	BO-MH	Corp. Comm.	√104	50.06											
19/05/146	MH	C-R-MH	Retirement Dinner	√121	58.18											
20/05/16	MH	Gren.-MH	school visit	√128	61.44											
25/05/16	MH	BO-MH	Council	√104	50.06											
26/05/16	MH	C-R-MH	Star Fest	√121	58.18											
30/05/16	MH	AES-MH	Gov. Board	√72	34.56											
31/05/16	MH	BO-MH	Org.Chart Meeting	√104	50.06											
GRAND TOTAL			$ 778.51	1622	$ 778.51	-	$ -	$ -		$ -	$ -		$ -		$ -	$ -

Amount paid $778.48
June
~~JUL~~ 6 2016
Initials

BUDGET CODES		
TRAVEL	$ 778.51	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	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	$ 778.51	-

IMPORTANT

1- Attach original receipts to this form
2- The form must be signed by claimant and duly approved
3- Kilometres are calculated at $0.48/km for first 5,000 km and $0.45 for each additional kilometer as of March 1st, 2008.

Do not write in this section

RE[redacted]

AP[redacted]

*Note. If advance has been received and total is negative, this amount is to be reimbursed to the School Board.

Revised 08/03/01

2015-2016

OK KV

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

NAME	P. MacLaurin	JOB TITLE	Commissioner	MONTH	June
EMPLOYEE NO.				YEAR	2016

GENERAL EXPENSES / PROFESSIONAL IMPROVEMENT

DATE (Day/Mth/Yr) (00/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING DAYS	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
21/06/16	HM-BO	MH	SEAC	✓104	50.06											
22/06/16	MH-AES	MH	Closing (AR NOEL)	✓72	34.56											
22/06/16	MH-SAA	MH	Grad	✓92	44.16	2.00	88.12	10.00 (TIP)								
27/06/16	MH BO	MH	Ped comm	✓104	50.06											
29/06/16	MH-BO	MH	Council	✓104	50.06											
GRAND TOTAL			$ 327.03	477	$ 228.91		$ 88.12	$ 10.00		$ -	$ -		$ -		$ -	$ -

Amount paid 327.03

RECEIVED FINANCE JUL - 5 2016

JUL 2 8 2016

Initials

ENTERED JUL 1 2 2016

BUDGET CODES		
TRAVEL	$ 228.91	203- 1- 51110 - 302
MEALS	$ 88.12	203- 1- 51110 - 302
OTHER TIP.	$ 10.00	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	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	$ 327.03	

IMPORTANT

1- Attach original receipts to this form
2- The form must be signed by claimant and duly approved
3- Kilometres are calculated at .48/km for first 5 000 km and $0.45 for each additional kilometer as of March 1st, 2008

REQUESTED BY:

APPR [redacted]

Immediate Supervisor

*Note If advance has been received and total is negative, this amount is to be reimbursed to the School Board.

Revised 08/03/01

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

NAME	P. MacLaurin	JOB TITLE	Commissioner	MONTH	June-October
EMPLOYEE NO.				YEAR	2016

DATE (Day/Mth/Yr) [00/00/00]	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	AMOUNT	302 MEALS #	COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	AMOUNT	812 CONFERENCES COST	302 LODGING # DAYS	AMOUNT	302 MEALS #	COST	302 OTHER COST
21/06/16	HM-BO	MH	SEAC	√104	50.06											
22/08/16	MH-AES	MH	Closing	√72	34.56											
22/06/16	MH-SAA	MH	Grad	√92	44.16											
29/06/16	MH-BO	MH	Exec-Council	√104	50.06											
07/09/16	MH-BO	MH	Ped Comm.	√104	50.06											
21/09/16	MH-QC	MH		√634	304.32											
26/09/16	MH-SAES	MH	Gov. B.	√24	11.52											
27/09/16	MH-MHES	MH	Gov. B.	√ 3	3.00											
28/09/16	MH-BO	MH	Exec-Council	√104	50.06											
02/10/19	MH Palace	MH	LSA Grad	√119	57.02											
15/10/16	MH-QESBA	QESBA	PD session	√75	35.95											
15/10/16	QESBA	LRHS	Grad	√73	34.99											
15/10/16	LRHS	MH	home	√39	18.86											
18/10/16	MH-BO	MH	SEAC	√104	50.06											
19/10/16	MH-BO	MH	Corp Com	√104	50.06											
19/10/16	MH-BO	MH	Council	√104	50.06											
GRAND TOTAL			$ 894.84	1861	$ 894.84		$ -	$ -		$ -	$ -		$ -		$ -	$ -

Amount paid $894.84

NOV 14 2016

Initials

REÇU - RECEIVED
FINANCE
OCT 3 1 2016

C.S. AIR... AUDITED

ENTERED NOV 0 3 2016

BUDGET CODES		
TRAVEL	$ 894.84	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	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	$ 894.84	

IMPORTANT

1- Attach original receipts to this form
2- The form must be signed by claimant and duly approved
3- Kilometres are calculated at .48/km for first 5 000 km and $0.45 for each additional kilometer as of March 1st, 2008

Do not write in this area

REQU[redacted]

NAM[redacted]

APPRO[redacted]

*Note: If advance has been received and total is negative, this amount is to be reimbursed to the School Board.

Revised 08/03/01

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

Olee

NAME	P. MacLaurin	JOB TITLE	Commissioner	MONTH	October-Feb
EMPLOYEE NO.				YEAR	2016-17

DATE (Day/Mth/Yr) (00/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	AMOUNT	302 MEALS #	302 MEALS	302 OTHER	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC	812 CONFERENCES COST	302 LODGING # DAYS	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
28/10/16	MH-LJH	mh		✓132	63.36										
08/11/16	MH-SAA	mh	SAA Gov. Board	✓92	44.16										
11/11/16	MH-LRHS	mh	Remembrance Day	✓84	40.32										
15/11/16	MH-AES	MH	AES Gov. Board	✓72	34.56										
16/11/16	MH-BO	mh	Corp. Com.	✓104	50.06										
16/02/17	MH-BO	mh	Corp. Com.	✓104	50.06										
19/02/17	MH-Lav.	mh	Funeral [redacted]	✓130	62.21										
21/02/17	MH.	Crestview	Presentation	✓72	34.56										
21/02/17	Crestview	Phonix	School Visit 12	~~10~~	4.75	5.76									
21/02/17	MH-AES	mh	Cov. Board	✓72	34.56										
22/02/17	MH-BO	mh	Council	✓104	50.06										
21/2/17	Phoenix	MH	BACK.	64	30.72										
GRAND TOTAL			$ 500.40 ~~468.67~~	976	$ ~~468.67~~ 500.40		$ -	$ -	$ -	$ -		$ -		$ -	$ -

Amount paid $500.40

Initials

ENTERED MAR 1 3 2017

BUDGET CODES		
TRAVEL	$ 468.67	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	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	$ 468.67	-

IMPORTANT

1 - Attach original receipts to this form
2 - The form must be signed by claimant and duly approved.
3 - Kilometres are calculated at $0.48/km for first 5000 km and $0.45 for each additional kilometer as of March 1st, 2008

Do not write in this space

REC[redacted]

APP[redacted]

*Note: If advance has been received and total is negative, this amount is to be reimbursed to the School Board.

Revised 08/03/01

REÇU - RECEIVED
FINANCE
JUN 3 0 2017

OK
KV

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Peter MacLaurin	JOB TITLE	Commissioner	MONTH	March
EMPLOYEE NO.				YEAR	2017

S.S. SIR WILFRID LAURIER
SIR WILFRID LAURIER S.B

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Commitees KM	AMOUNT	#	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	AMOUNT	812 CONFERENCES COST	302 LODGING #DAYS	AMOUNT	#	302 MEALS COST	302 OTHER COST
0/03/17	MH-BO	MH	caucus	104	50.06											
2017-03-17	MH-BO	MH	SEAC	104	50.06											
2017-05-03	MH-BO	MH	Ped./Corp.	104	50.06											
2017-05-04	MH-LRHS	MH	CLC Com.Con.	84	40.32											
2017-05-24	MH-BO	MH	Caucus/Council	104	50.06											
2017-05-20	MH	BO	Ped interviews	52	25.01											
2017-05-20	BO	[redacted]	Young Writers	14	6.53											
2017-05-29	[redacted]	MH	home	60	28.80											
2017-06-06	MH-Saa	MH	GB	92	44.16											
2017-06-12	MH-LES	MH	Press Conf.	72	34.56											
2017-06-15	MH-CDC La	MH	Lachute Grad	92	44.16											
2017-06-20	MH-SAES	MH	Gov. Board	24	11.52											
2017-06-22	MH-AES	MH	Grad	72	34.56											
2017-06-22	MH-SAA	MH	GRAD	92	44.16											
2017-06-27	MH-BO	MH	Corp	104	50.06											
2017-06-28	MH-BO	MH	Council	104	50.06											
GRAND TOTAL			$ 614.16	1280	$ 614 16		$ -	$ -		$ -	$ -		$ -		$ -	$ -

#614.16

ENTERED JUL 0 5 2017

BUDGET CODES		
TRAVEL	$ 614.16	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	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	$ 614.16	

IMPORTANT

- Kilometers are calculated at $0.48/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 followingpay
- Please complete this form electronically. This form is available on the Portal

REQUES[redacted]

NAME [redacted]

APPROV[redacted]

AN ENGLISH EDUCATION
A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS
UN AVENIR BILINGUE

Revised 08/03/01

Amount paid 773.38

OK
KV

MAR 0 6 2018

Initials

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

NAME	Peter MacLaurin	JOB TITLE	Commissioner	MONTH	
EMPLOYEE NO.				YEAR	2017-18

ENTERED FEB 2 8 2018

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	AMOUNT	302 MEALS #	COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	AMOUNT	812 CONFERENCES COST	302 LODGING #	AMOUNT	302 MEALS #	COST	302 OTHER COST
2017-09-06	MH-BO	MH	Ped. Com.	104	50.06											
2017-09-07	MH-BO	MH		104	50.06											
2017-10-14	MH-LRHS	MH	Grad	84	40.32											
2017-10-17	[redacted]	MH														
2017-10-18	MH-BO	MH	Corp	104	50.06											
2017-10-30	MH-LSA	MH		132	63.36											
2017-11-02	MH-SAA	MH	Gov. Board	92	44.16											
2017-11-10	MH-LRHS	MH	Rom Assembly	84	40 32											
2017-11-10	MH-St.Sau.	MH		15	7.10											
2017-11-11	MH-St.Sau.	MH		15	7.10											
2017-11-14	MH-AES	MH	AES Gov Board	72	34.56											
2017-11-22	MH-BO	MH	Council	104	50.06											
2017-12-06	MH-BO	MH	Corp.	104	50.06											
2017-12-15	MH-QESBA	MH	Board Meeting	150	71 90											
2017-12-21	MH SAES	MH	Assemblies SAES/MHES 26	~~24~~	~~11.52~~	12,48										
2018-01-16	MH-AES	MH	AES Gov.Board	72	34.56											
2018-01-19	MH	BO	caucus 52	~~68~~	~~28.80~~	24,96		$3.76								
2018-01-19	BO	[redacted]	Dinner	3	3.00											
2018-01-19	[redacted]	MH	Home	57	27.55											
2018-02-07	MH-BO	MH	Ped. Com.	104	50.06											
2018-02-08	MH-LJA	MH	Per Scolaire	132	63.36		773.38									
GRAND TOTAL			$ 775,13	1617	$ 778.01		775,13			$ -	$ -		$ -		$ -	$ -

BUDGET CODES			
TRAVEL	773.38	$ 775,13	203- 1- 51110 - 302
MEALS		$ -	203- 1- 51110 - 302
OTHER		$ -	203- 1- 51110 - 302
		xxx	
		xxx	
PIC - TRAVEL		$ -	203- 1- 55500 - 302
PIC-CONFERNCES		$ -	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	773.38	$ 775,13	

- Kilometers are calculated at $0.48/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: [redacted]

NAME [redacted]

APPROV[redacted]

Revised 08/03/01

Amount paid 791.62

OK
K.V.

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

JUN 28 2018

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

NAME	P. L. MacLaurin	JOB TITLE	Commissioner	MONTH	Initials ~~February~~ — June 11/18
EMPLOYEE NO				YEAR	2018

ENTERED JUN 19 2018

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	AMOUNT	# !	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	AMOUNT	812 CONFERENCES COST	302 LODGING #DAYS	AMOUNT	302 MEALS # !	COST	302 OTHER COST
2018-02-09	MH-QESBA	MH	Board meeting	150	72.00	✓										
2018-02-12	MH-Chat	MH	Press Conf. 121	~~132~~	63.36	58,08										
2018-02-21	MH-BO	MH	Corp	104	50.06	✓										
2018-02-28	MH-BO	MH	council	104	50.06	✓										
2018-03-14	MH-BO	MH	FNMI com.	104	50.06	✓										
2018-03-21	MH-BO	MH	corp	104	50.06	✓										
2018-03-26	MH-BO	MH	Town Hall	104	50.06	✓										
18-4-4.	MH-BO	MH		104	50.06	✓										
2018-03-06	MH-QESBA	MH	Board meeting	150	71.90	✓										
2018-04-10	MH-AES	MH	GB Meeting	72	34.56	✓										
2018-04-11	MH-Laval	MH		117	56.16	✓										
2018/004/13	MH-LRHS	MH	fact and fiction	84	40.32	✓										
2018-04-25	MH-BO	MH	Council	104	50.06	✓										
2018-05-02	MH-BO	MH	Ped.	104	50.06	✓										
2018-05-31	Royal	MH	Laurier Gala	121	58,08											
				791,62 1649	791,62											
GRAND TOTAL			$ ~~738.82~~	1539	$ ~~738.82~~	-	$ -	$ -		$ -	$ -		$ -		$ -	$ -

BUDGET CODES		
TRAVEL	$ ~~738.82~~	203- 1- 51110 - 302
MEALS	$ 791,67	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	203- 1- 56500 - 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	$ ~~738.82~~	791,67

- Kilometers are calculated at $0.48/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 followingpay
- Please complete this form electronically This form is available on the Portal

REQUES [redacted]

NAME [redacted]

APPROV [redacted]

AN ENGLISH EDUCATION, **A BILINGUAL FUTURE**

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

Amount paid 659.33 OCT 18 2018 Initials

UNE ÉDUCATION EN ANGLAIS, **UN AVENIR BILINGUE**

REVISED - 2015/03/25

OK KV

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: P. MacLaurin

EMPL.#: PHONE #: SCHOOL:

JOB TITLE: Commissioner

PERIOD: June

YEAR: 2018

DATE (YY-MTH-DY) (AA-00-00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING COST	MEALS #	MEALS COST	LODGING # DAYS	LODGING COST	OTHER COST
2018-06-14	MH-CDC Lachute	MH	Grad 78	72.0	$ 34.56		37,44 -		$ -					
2018-06-19	MH-BO	MH		104.3	$ 50.06		$ -		$ -					
2018-06-19	MH-BO	MH	SEAC	104.3	$ 50.06		$ -		$ -					
2018-06-20	MH	AES	Grad	36.0	$ 17.28		$ -		$ -					
2018-06-20	AES	SAA	Grad	49.0	$ 23.52		$ -		$ -					
2018-06-20	SAA	MH	home	46.0	$ 22.08		$ -		$ -					
2018-06-21	MH-SAA	MH	Grad	92.0	$ 44.16		$ -		$ -					
2018-06-27	MH-BO	MH	Council	104.3	$ 50.06		$ -		$ -					
2018-07-20	MH-LJA	MH		132.0	$ 63.36		$ -		$ -					
2018-07-23	MH-St.Eust.	MH		106.2	$ 50.98		$ -		$ -					
2018-07-26	MH-BO	MH	caucus	104.3	$ 50.06		$ -		$ -					
2018-08-15	MH-BO	MH	special Council	104.3	$ 50.06		$ -		$ -					
2018-09-12	MH-BO	MH	Corp. Committee	104.3	$ 50.06		$ -		$ -					
2018-09-18	MH-BO	MH	seac	104.3	$ 50.06		$ -		$ -					
2018-09-19	MH-AES	MH	AES Gov. Board	72.0			$ -		$ -					
2018-09-26	MH-BO	MH	Council	104.3	$ 50.06		$ -		$ -					
GRAND TOTAL:			$ 656.45	1440	$ ~~656.45~~ 659,33				$ -		$ -		$ -	$ -

ENTERED OCT 04 2018

REÇU - RECEIVED FINANCE OCT - 1 2018 CS SIR-WILFRID-LAURIER SIR WILFRID LAURIER S.B.

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ ~~656.45~~	~~203-1-21120~~	308	
TRAVEL (SCH G/L)	$ 659,33	203-1-51110	302	
LODGING/MEALS	$ -		302	
CAR POOLING TRAVEL (SCH G/L)	$ -		302	
OTHER	$ -		302	
OTHER				
OTHER				
OTHER				
TOTAL	$ ~~656.45~~ 659,33			

***** IMPORTANT *****

1. Kilometers are calculated at $0.48/km
2. Car pooling kilometers are calculated at $0.53/km. You must provide names of passengers in the descriptions line
3. Attach ORIGINAL receipts to this form
4. This form must be signed by claimant and approved by your immediate supervisor
5. This expense claim form is not to be used for the purchasing of equipment and supplies for your school or department. The normal purchasing procedures must be followed
6. Expense claims must be submitted by 4 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 Karine Vaïquette
7. Please complete this form electronically This form is available on the Portal.

[redacted]