AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	November
EMPLOYEE NO.				YEAR	2014

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Committees Meeting KM	302 TRAVEL Committees Meeting AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING ADMIN	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2014-11-07	Home	Montreal	[redacted]	58	27.85			8.25								
								6.30	Parking ✓							
2014-11-10	Home	Board	Meeting	41	19.68											
2014-11-12	Home	Board	Council	41	19.68											
2014-11-14	Home	Board	Governance Training	41	19.68											
2014-11-15	Home	Board	Governance Training	41	19.68											
2014-11-18	Home	Board	[redacted]/Foundation	41	19.68											
2014-11-22	Home	Board	[redacted] Training	41	19.68											
2014-11-24	Home	Laval	[redacted] Event	15	7.20											
2014-11-25	Home	Laval	[redacted] Lunch	8	3.84											
2014-11-28	Home	Board	Meeting	41	19.68											
GRAND TOTAL			$ 191.00	368	$ 176.45		$ -	$ 14.55		$ -	$ -		$ -		$ -	$ -

Amount paid 191.00

APR - 9 2015

Initials

ENTERED MAR 27 2015

FINANCE

MAR 2 5 2015

BUDGET CODES		
TRAVEL	$ 176.45	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ 14.55	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 56500 - 302
PIC-CONFERNCES	$ -	203- 1- 56500 - 812
PIC -LODGING	$ -	203- 1- 56500 - 302
PIC - MEALS	$ -	203- 1- 56500 - 302
PIC - OTHER	$ -	203- 1- 56500 - 302
*ADVANCE		000-1-01503-000
TOTAL	$ 191.00	

- Kilometers are calculated at 39.43/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

[redacted]

Immediate Supervisor

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	January
EMPLOYEE NO.				YEAR	2015

DATE (Y-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 303 TRAVEL Commissioner Standing KM	303 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING days	302 LODGING AMOUNT	302 MEALS #	302 MEALS T	302 OTHER COST
2015-01-05	Home	Board		41	19.68											
2015-01-07	Home	Board	Special Council	41	19.68											
2015-01-12	Home	Board	Executive Committee	41	19.68											
2015-01-13	Home	Board	[redacted]	41	19.68											
2015-01-15	Home	Laval		9	4.32											
2015-01-19	Home	Board		41	19.68											
2015-01-20	Home	Board	Parlamgical Committee	41	19.68											
2015-01-22	Home	Laval		9	4.32											
2015-01-23	Home	Laval		11	5.28											
2015-01-28	Home	Laval	Breakfast [redacted]	8	3.84	2.00	27.11									
GRAND TOTAL			$ 162.96	283	$ 135.84		$ 27.11	$ -		$ -	$ -		$ -			$ -

Amount paid 162.96

APR 15 2015

Initials

ENTERED MAR 2 5 2015

RECEIVED

MAR 2 5 2015

BUDGET CODES

TRAVEL	$ 135.84	203- 1- 51110 - 302
MEALS	$ 27.11	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	$ 162.96	

- Kilometers are calculated at .33 c/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
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REQUESTED BY: [redacted]

APP

D' A I N,
A BILINGUAL
FUTURE

UNE
EDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	February
EMPLOYEE NO.				YEAR	2015

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Committees Standing KM	302 TRAVEL Committees Standing AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING NIGHTS	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2015-02-02	Home	Laval	[redacted]	81	4 32											
2015-02-03	Home	Laval	Senior PCR	9	4 32											
2015-02-05	Home	Laval		9	4 32											
2015-02-05	Home	Board	Parents' Committee	41	19 68											
2015-02-08	Home	Board	Council Caucus	41	19 68	13	18.32	✓								
						13	227.62	✓								
2015-02-09	Home	Laval	Press Conference	9	4.32											
2015-02-10	Home	Laval		81	4 32											
2015-02-10	Home	Laval	[redacted] Press Conf	22	10 56											
2015-02-11	Home	Laval	[redacted]	18	8.64			ENTITLE								
2015-02-16	Home	Blainville		42	20 16											
2015-02-16	Home	Board	Executive Committee	41	19 68					495.94						
2015-02-19	Home	Board	Foundation	41	19 68											
2015-02-20	Home	St-Laurent		22	10 56											
2015-02-21	Home	Laval	[redacted]	81	3 84											
2015-02-23	Home	Morin Heights	Press Conference	122	58 56			APP -								
2015-02-23	Home	Board	Meeting	41	19.68											
2015-02-25	Home	Board	Council Meeting	41	19 68											
GRAND TOTAL			$ 495.94	525	$ 252.00	><	$ 243.94	$ -		$ -	$ -	><	$ -	><	$ -	$ -

BUDGET CODES

TRAVEL	$ 252.00	203- 1- 51110 - 302
MEALS	$ 243.94	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	XXX	
	XXX	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	203- 1- 55500 - 812
P C -LODG NG	$ -	203- 1- 55500 - 302
P C - MEALS	$ -	203- 1- 55500 - 302
PIC - OTHER	$ -	203- 1- 55500 - 302
*ADVANCE		000-1-01503-000
TOTAL	$ 495.94	

- Kilometers are calculated at [illegible]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
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REQUESTED BY: [redacted]

AP

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	March
EMPLOYEE NO.				YEAR	2015

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING KM/Nt	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2015-03-05	Home	Laval	[redacted] Conference	81	3 84											
2015-03-09	Home	Board	[redacted]	41	19 68											
2015-03-10	Home	Laval	[redacted] Meeting	9	4 32											
2015-03-12	Home	Laval	[redacted]	28	13 44											
2015-03-13	Home	Rosemere		19	9 12	2.00	51.47									
2015-03-17	Home	Laval	Comité	12	5.76											
2015-03-17	Home	Board		41	19 68											
2015-03-18	Home	Board	Corporate Committee	41	19 68											
2015-03-19	Home	Board	[redacted]	41	19 68											
2015-03-19	Home	Laval		9	4 32											
2015-03-23	Home	Board		41	19 68											
2015-03-24	Home	Board	[redacted]	41	19 68											
2015-03-25	Home	Board	[redacted] & Council	41	19 68											
2015-03-29	Home	Laval		10	4 80											
2015-03-30	Home	Laval	Twin Oaks Elementary	15	7 20											
GRAND TOTAL			$ 242.03	397	$ 190.56	><	$ 51.47	$ -		$ -	$ -	><	$ -	><	$ -	$ -

ENTERED MAY 27 2015

Amount paid 242.03

JUN - 4 2015

Initials

BUDGET CODES

TRAVEL	$ 190.56	203- 1- 61110 - 302
MEALS	$ 51.47	203- 1- 61110 - 302
OTHER	$ -	203- 1- 61110 - 302
	XXX	
	XXX	
P C - 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		000-1-01603-000
TOTAL	$ 242.03	-

- Kilometers are calculated at 80.48/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
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[redacted]

Immediate Supervisor

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	April
EMPLOYEE NO.				YEAR	2015

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Committees / Standing KM	302 TRAVEL Committees / Standing AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
2015-04-01	Home	Board	Ped Committee	41	19.68											
2015-04-02	Home	Laval	[redacted]	9	4.32											
2015-04-07	Home	Laval	Twin Oaks Ceremony	15	7.20											
2015-04-09	Home	Laval	[redacted]	9	4.32											
2015-04-09			[redacted]					53.97 ✓								
2015-04-10	Home	Montreal		82	29.76			17.00 ✓								
2015-04-14	Home	Board	Corporate Committee	41	19.68											
2015-04-16	Home	Board	Foundation	41	19.68											
2015-04-17	Home	Lachute		105	50.40											
2015-04-17	Home	Montreal	[redacted]	38	18.24	1.00	250.00 ✓									
2015-04-18	Home	Laval		9	4.32											
2015-04-21		Ottawa	[redacted]									1	232.78			
2015-04-22	Home	Board	Exec / Council	41	19.68											
2015-04-24	Home	Board		41	19.68											
2015-04-28	Home	Board	Meeting / [redacted]	41	19.68											
2015-04-30	Home	Laval		11	5.28											
GRAND TOTAL			$ 796.67	504	$ 241.92	><	$ 250.00	$ 70.97		$ -	$ -	><	$ 232.78	><	$ -	$ -

Amount paid 795.67

JUL - 2 2015

Initials

RECEIVED JUL 25 2015

92

92

BUDGET CODES

TRAVEL	$ 241.92	203- 1- 51110 - 302
MEALS	$ 250.00	203- 1- 51110 - 302
OTHER	$ 70.97	203- 1- 51110 - 302
	XXX	
	XXX	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	203- 1- 55500 - 812
PIC -LODGING	$ 232.78	203- 1- 55500 - 302
PIC - MEALS	$ -	203- 1- 55500 - 302
PIC - OTHER	$ -	203- 1- 55500 - 302
*ADVANCE		000-1-01503-000
TOTAL	$ 796.67	

- Kilometers are calculated at 50.48¢/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.
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REQUESTED BY:

[redacted]

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	May
EMPLOYEE NO				YEAR	2015

				GENERAL EXPENSES						PROFESSIONAL IMPROVEMENT									
DATE (Y-Mth-Day) 2011-01-01	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Standing Committees		302 MEALS		302 OTHER		302 TRAVEL PIC		812 CONFERENCES	302 LODGING		302 MEALS		302 OTHER	
	FROM	TO		KM	AMOUNT	#	COST	COST		KM	AMOUNT	COST		AMOUNT	#	COST	COST	
2015-05-01	Home	Ste-Agathe	[redacted]	168	80.45													
2015-05-05	Home	Board	[redacted]	41	19 68													
2015-05-06	Home	Board	Corporate Committee	41	19 68													
2015-05-11	Home	St-Jerome	Mtg [redacted]	42	20 16													
2015-05-11	St-Jerome	Board	prep	30	14 40													
2015-05-11	Board	Lachute	[redacted]	53	25.44													
2015-05-11	Lachute	Home		58	27 84													
2015-05-12	home	Board	Exec / Ped	41	19 68													
2015-05-13	Home	St-Laurent	[redacted]	13	6 24													
2015-05-13	[redacted]							5.50										
2015-05-13	[redacted]							106 93										
2015-05-13	[redacted]							8.00										
2015-05-13																		
2015-05-20	Home	Board	Council	41	19 68										15	190.40		
2015-05-21	Home	Board	[redacted]	20	9 60													
2015-05-23			[redacted]			1.00	13.76											
2015-05-25	Home	Laval	AAA Award Ceremonies	12	5 76													
2015-05-26	Home	Board	[redacted]	41	19 68													
2015-05-27	Home	Board	[redacted] planning	20	9 60													
2015-05-27	Board	Montreal	[redacted]	49	23 52													
2015-05-27	Montreal	Home	[redacted]	35	16 80			14 00										
	GRAND TOTAL		$ [redacted]	705	$ 338.21	-	$ 13.76	$ 134.43			$ -	$ -		$ -		$ 190.40	$	-

Amount paid 676.80

JUL 31 2015

Initials [redacted]

RECEIVED JUL 13 2015

REC'D - RECEIVED FINANCE

BUDGET CODES		
TRAVEL	$ 338.21	203- 1- 51110 - 302
MEALS	$ 13.76	203- 1- 51110 - 302
OTHER	$ 134.43	203- 1- 51110 - 302
	xxx	
	xxx	
PIC - TRAVEL	$ -	203- 1- 56500 - 302
PIC-CONFERNCES	$ -	203- 1- 56500 - 812
PIC -LODGING	$ -	203- 1- 56500 - 302
PIC - MEALS	$ 190.40	203- 1- 56500 - 302
PIC - OTHER	$ -	203- 1- 56500 - 302
*ADVANCE		000-1-01503-000
TOTAL	$ 676.80	

- Kilometers are calculated at 30.48/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]

APPR

Rec'd
Thurs Oct 1/2015

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	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	June
EMPLOYEE NO.				YEAR	2015

GENERAL EXPENSES

PROFESSIONAL IMPROVEMENT

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Travelling 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 NIGHTS	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2015-06-01	Home	Laval	SWLSB Retirement Dinner	81	3.84											
2015-06-02	Home	Montreal		28	13.44											
2015-06-02	Montreal	Board		39	18.72											
2015-06-02	Board	Home		21	10.08											
2015-06-04	Home	Laval	[redacted] Meeting	11	5.28											
2015-06-04	Home	Laval	Citizenship Ceremony	6	3.00											
2015-06-04	Laval	Board	Parents' Committee	41	19.68											
2015-06-05	Laval	Montreal		56	26.88											
2015-06-09	Home	Board		41	19.68											
2015-06-09	Home	Laval		14	6.72											
2015-06-10	Home	Montreal	[redacted] Press Conference	49	23.52											
2015-06-10	Home	Board	Corporate Committee	41	19.68											
2015-06-11	Home	Laval	Laurier Foundation	8	3.84											
2015-06-15	Home	Laval	[redacted] office	28	13.44											
2015-06-18	Home	St-Jerome	[redacted]	76	36.48											
2015-06-18	Home	Laval	[redacted]	6	3.00											
2015-06-20	Home	Montreal		51	24.48											
2015-06-22	Home	Laval	CDC Pont Viau	17	8.16											
2015-06-23	Home	Board		41	19.68											
2015-06-26	Home	Board	/ Caucus	41	19.68	15	129.49									
2015-06-29	Home	Board	Exec/Council	41	19.68											
GRAND TOTAL			$ 448.45	664	$ 318.96	><	$ 129.49	$ -		$ -	$ -	><	$ -	><	$ -	$ -

Amount paid 448.45

OCT 22 2015

Initials

ENTERED OCT 1 2015

BUDGET CODES

TRAVEL	$ 318.96	203- 1- 51110 - 302
MEALS	$ 129.49	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	$ 448.45	-

- Kilometers are calculated at 24.48/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.

REQU[redacted]

APPR

Recd
Thurs Oct 1 2015

Revised 08/03/01

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	July
EMPLOYEE NO.				YEAR	2015

DATE (Y/M/D) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Committees / Standing KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING KMS	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2015-07-10	Home	Deux-Montagnes	Movie in the Yard	261	121.48											
2015-07-15	Home	Laval		14	6.72											
2015-07-16	Home	Arundel	on	200	96.00											
2015-07-17			Cell phone repair					264.43								
GRAND TOTAL			$ 379.63	240	$ 115.20		$ -	$ 264.43		$ -	$ -		$ -		$ -	$ -

Amount paid 379.63

OCT 2 2 2015

Initials

ENTERED Oct. 1 - 2015

BUDGET CODES		
TRAVEL	$ 115.20	203-1-51110-302
MEALS	$ -	203-1-51110-302
OTHER	$ 264.43	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	$ 379.63	

- Kilometers are calculated at $0.43/km.
- Attach ORIGINAL receipts to the 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]

APPR

Immediate Supervisor

July2015_Casanova

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

NAME: Jennifer Maccarone — Board Office — PERIOD: Aug-15

EMPL.#: [redacted] PHONE #: — JOB TITLE: Administration Officer — YEAR: 2015-2016

DATE (dd/Dy/Yr) (AA/MM/DD)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL Principal & Management Advisory Meetings AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL @ $0.48/KM AMOUNT	LODGING # DAYS	LODGING COST	MEALS #	MEALS COST	PARKING COST	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING TRAVEL @ $0.53/KM AMOUNT	CELL PHONE & OTHER COST
15/08/04			[redacted]		$ -		$ -							$ -	150.00
							$ -								
					$ -		$ -							$	
					$ -		$ -							$ -	
					$ -		$ -							$ -	
							$ -							$ -	
							$ -							$ -	
							$ -							$ -	
			Amount paid 150.00				$ -		C.S. SIR-WILFRID-LAURIER					$ -	
			NOV 19 2015		$ -		$ -							$ -	
			Initials AXP		$ -		$ -							$ -	
					$ -		$ -							$ -	
			ENTERED - 4 2015		$ -		$ -							$ -	
					$ -		$ -							$ -	
GRAND TOTAL:			$ 150.00		$ -		$ -								150.00

RECU - RECEIVED
FINANCE
NOV - 4 2015

BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)	$			PROJECT CODE
TRAVEL (SCH.GAL)	$ -			
LODGING/MEALS	$ -			
Welcome Back SWLAA	$ -			
CAR POOLING TRAVEL (SCH GAL)	$ -			
OTHER	$ 150.00	203-1-51110-	506	
OTHER				
OTHER				
TOTAL	$ 150.00			

***** 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 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.
- 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.
- Please complete this form electronically. This form is available on the Portal.

[redacted]

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Thur OCT 1/2015

Revised 08/03/01

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	August
EMPLOYEE NO.				YEAR	2015

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Committees Boarding KM	302 TRAVEL Committees Boarding AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING KM/Nb	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2015-08-06	Home	Laval		12	5.76											
2015-08-12	Home	Laval	SWLSB vs Laval elected	19	9.12											
2015-08-20	Home	CSSMI	Meeting [redacted]	24	11.52											
2015-08-24	Home	Montreal	Presentation Brief	57	27.26			18.00								
2015-08-25	Home	Laval	St-Vincent Elementary	27	12.98											
2015-08-26	Home	Laval	[redacted]	8	3.84											
GRAND TOTAL			$ 88.46	147	$ 70.48		$ -	$ 18.00		$ -	$ -		$ -		$ -	$ -

Amount paid $ 88.46

OCT 2 2 2015

Initials

ENTERED OCT 1 : 2015

BUDGET CODES		
TRAVEL	$ 70.46	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ 18.00	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		000-1-01603-000
TOTAL	$ 88.46	

- Kilometers are calculated at 80.46/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.

RE [redacted]

AP [redacted]

Immediate Supervisor

Revised 08/03/01

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UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	September
EMPLOYEE NO.				YEAR	2015

DATE (YY-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Commissioner KM	302 TRAVEL Commissioner AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	612 CONFERENCES COST	302 LODGING nights	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2015-09-01	Home	Montreal	[redacted]	41	19.68											
2015-09-03	Home	Laval		11	5.28											
2015-09-04	Home	Laval Junior	Inauguration	10	4.80											
2015-09-09	Home	LRHS	[redacted]	129	61.73											
2015-09-10	Home		Meeting 6 Presidents	70	33.60											
2015-09-11	Home			58	27.85											
2015-09-12	Home	Board	Strat Planning Session	42	20.16											
2015-09-12			Strat Planning Session			36	496.36									
2015-09-14	Home	Laval	[illegible]	10	4.80											
2015-09-15	Home	Laval	Fails not on ID piece	14	6.72											
2015-09-15	Home	Board		42	20.16											
2015-09-16	Home	Montreal	[redacted]	40	19.20											
2015-09-16	Home	Board	Corporate Committee	42	20.16											
2015-09-17	Home	Montreal	[redacted]	41	19.68											
2015-09-23	Home	Board	Exec & Council.	42	20.16											
2015-09-25	Home	St-Lambert	[redacted]	73	35.04											
2015-09-26	Home	St-Lambert	[redacted]	73	35.04											
2015-09-27	Home	Laval/l	Laurier Senior Grad	14	6.72											
2015-09-27	home	Laval	LSA Inauguration	11	5.28											
2015-09-29	Home	Board	Finance Mtg	42	20.16											
GRAND TOTAL			$ 882.38	804	$ 386.02		$ 496.36	$ -		$ -	$ -		$ -		$ -	$ -

Amount paid 882.38

APR 20 2016

Initials

ENTERED APR 13 2016

RECEIVED FINANCE

ENTERED APR 13 2016

BUDGET CODES		
TRAVEL	$ 386.02	203- 1- 51110 - 302
MEALS	$ 496.36	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	$ 882.38	

- Kilometers are calculated at $0.48/km
- Attach ORIGINAL receipts to the 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]

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October2015_Expense.xls

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UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	October
EMPLOYEE NO.				YEAR	2015

DATE (Y-M-D) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING DATE	302 LODGING Amount paid	302 MEALS COST	302 OTHER COST
2015-10-01	Home	Ile Perot	[redacted]	84	40.32										
2015-10-04	Home	Laval/[redacted]	Laval Liberty Grad	8	3.84										
2015-10-07	Home	Board	Ped Committee	42	20.16										
2015-10-08	Home	Laval Junior	Phoenix Grad	10	4.80										
2015-10-13	Home	Dorval	[redacted] Debate	40	19.20										
2015-10-15	Home	Board	Foundation	42	20.16										
2015-10-16	Home	Board	Co_Travel	42	20.16			140.27	✓						
2015-10-18	Home	Montreal	[redacted]	44	21.12										
2015-10-21	Home	Board	[redacted]	42	20.16										
2015-10-24	Home	Board	Co_Travel - Joliette Grad	42	20.16										
2015-10-28	home	Montreal	Meeting [redacted]	60	28.80										
2015-0-28	Home	Laval	[redacted]	10	4.80										
2015-10-31	Home	Montreal	[redacted]	48	23.04										
GRAND TOTAL			$ 386.99	514	$ 246.72	X	$ -	$ 140.27		$ -	$ -	X	$ -	$ -	$ -

APR 21 2016

Initials

ENTERED APR 13 2016

RECU - RECEIVED

BUDGET CODES		
TRAVEL	$ 246.72	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ 140.27	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	$ 386.99	

- 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 OF

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NA

October2015_Expense xls

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UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	November
EMPLOYEE NO				YEAR	2015

DATE (Y-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	302 TRAVEL Standing Committees AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING ADVANCE Amount paid	302 MEALS $36.43 COST	302 OTHER COST
11-02-2015	Home	Board	Exec & Council	42	20.16									
11-18-2015	Home	Laval	[redacted]	26	12.48									
11-18-2015	Home	Board	Corporate Committee	42	20.16									
11-19-2015	Home	Board	Foundation	42	20.16									
11-20-2015	Home	Board	Meeting	42	20.16									
11-25-2015	home	Board	Exec & Council	42	20.16									
11-13-2015			[redacted]					50.00						
11-04-2015			[redacted]					28.73						
11-15-2015			[redacted]					12.64						
11-29-2015			[redacted]					44.68						
11-27-2015			Council meeting					15.00						
GRAND TOTAL			$ 364.33	236	$ 113.28		$ -	$ 251.05		$ -	$ -		$ -	$ -	$ -

Initials

BUDGET CODES

TRAVEL	$ 113.28	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ 115.00	203- 1- 51110 - 302 811
INT. (VT.)	136.05	296-1-52730-302
	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	$ 364.33	

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 available on the Portal.

REQUESTED BY: [redacted]

NAME

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UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	December
EMPLOYEE NO				YEAR	2015

DATE Yr-Mth-Day 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL Standing Committees AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
12-06-2015			[redacted] Council					100.00								
12-08-2015			[redacted]				✓ 30.00	156								
12-08-2015	Home	Board	Planning	✓42	20.16											
12-14-2015	Home	Board	Meeting	✓42	20.16											
12-16-2015	Home	Board	Exec & Council	✓42	20.16											
12-17-2015	Home	Board	Foundation	✓42	20.16											
12-18-2015	Home	Laval Senior														
12-10-2015	Home	Board	Council Caucus	✓42	20.16		✓ 20.04									
12-12-2015						2	✓82.66									
								156								
GRAND TOTAL			$ 339.50	210	$ 100.80	X	82.70	$ 100.00		$ -	$ -	X	$ -	X	-	-

Amount paid $339.50

Thanks

Initials [redacted]

BUDGET CODES

TRAVEL	$ 100.80	203- 1- 51110 - 302
MEALS	$ ~~82.70~~	203- 1- 51110 - 302
OTHER ISP VT	$ ~~100.00~~ 156	296- 1- 52230-302
	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	$ 339.50	

- Kilometers are calculated at 39.4¢/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

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UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	January
EMPLOYEE NO.				YEAR	2016

DATE (Y/M-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	302 TRAVEL Standing Committees AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING #2413	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
01-06-2016	Home	CSDL		✓17	8.16											
01-07-2016	Home	Board	School Fees Policy	✓42	20.16											
01-11-2016	Home	Arena	Inaurguration Bleu Blanc	✓23	11.04											
01-12-2016	Home	Board	PC Meeting	✓42	20.16											
01-14-2016	Home	Board	Foundation	✓42	20.16											
01-19-2016	Home	Board		✓42	20.16											
01-19-2016	Home	Terry Fox	GB Meeting	✓25	12.00											
01-20-2016	Home	Board	Corporate Committee	✓42	20.16											
01-21-2016	Home	[redacted]	Meeting	✓ 5	3.00											
01-21-2015	[redacted]	[redacted]	[redacted] home / meeting	✓20	9.60											
01-21-2016	Home	[redacted]	Foundation Gala	✓8	3.84											
01-22-2016	Home	CDC Pont Viau	Visit	✓ 25	12.00											
01-27-2016	Home	LTM HS	GB Meeting	✓ 21	10.08											
01-27-2016	LTM HS	Rosemere HS	to home / GB meeting	✓ 40	19.20											
GRAND TOTAL			$ 189.72	394	$ 189.72	X	$ -	$ -		$ -	$ -	X	$ -	X	$ -	$ -

RECEIVED
FINANCE
JUN - 7 2016

Amount paid $189.72
June
JUL 15 2016
Initials

BUDGET CODES		
TRAVEL	$ 189.72	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	$ 189.72	

- Kilometers are calculated at 30 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]

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UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	February
EMPLOYEE NO.				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL (Meeting/Committee) KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
02-01-2016	Home	Board	Meeting	✓42	20.16											
02-02-2016	Home	[redacted]	[redacted]	✓12	5.76											
02-03-2016	Home	Board	Special Council	✓42	20.16											
02-04-2016	Home	Board	PC	✓42	20.16											
02-08-2016	Home	LTM/RHS/[redacted]	54.	~~57~~	27.55											
02-09-2016	Home	Hillcrest		✓10	4.80											
02-10-2016	Home	Board	Ped Committee	✓42	20.16											
02-11-2016	Home	[redacted]	Meeting [redacted]	✓10	4.80											
02-11-2016	Home		C	✓21	5.28											
02-11-2016	Home	LSA		✓11	5.28											
02-18-2016	Home	Verne/[redacted]	76.	~~34~~	11.52											
02-20-2016	Home	Board	Council Caucus	✓42	20.16											
02-24-2016	Home	Board	Council & Exec	✓42	20.16											
				384	185.28											
GRAND TOTAL			$ 185.28 ~~185.95~~	807	$ ~~185.95~~	X	$ -	$ -		$ -	$ -	X	$ -	X	$ -	$ -

Amount paid 185.28

JUL 28 2016

Initials

RECU - RECEIVED FINANCE

JUN 29 2016

C.S. STE-WILFRID-LAURIER

BUDGET CODES		
TRAVEL 185.28	$ ~~185.95~~	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	$ ~~185.95~~	185.28

- Kilometers are calculated at ~~50.4~~50¢
- 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 OF

APPROVED

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February 2016 Expense.xls

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UNE EDUCATION EN ANGLAIS. UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	March
EMPLOYEE NO.				YEAR	2016

				GENERAL EXPENSES					PROFESSIONAL IMPROVEMENT							
DATE (Y-Mth-Day) 2011-01-01	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Standing Committees		302 MEALS		302 OTHER	302 TRAVEL PIC		812 CONFERENCES	302 LODGING		302 MEALS		302 OTHER
	FROM	TO		KM	AMOUNT	#	COST	COST	KM	AMOUNT	COST	#days	AMOUNT	#	COST	COST
03-10-2016	Home	Board	Meeting	✓42	20.16											
03-11-2016	Home	Board	Foundation/[redacted]	✓42	20.16											
03-16-2016	Home	[redacted]	[redacted] Mtg	✓6	3.00											
03-16-2016	Calvi	Board	Meeting X2 (MSE)	✓40	19.20											
03-16-2016	Home	CSDM	Chairs Meeting	✓50	24.00								Amount paid			
03-16-2016	Home	[redacted]	Foundation Mtg	✓10	4.80											
03-21-2016	Home	Laval	[redacted]	✓10	4.80								RECU - RECEIVED FINANCE JUL 28 2016			
03-21-2016	Home	JHS		✓64	78.72											
03-22-2016	Home	Laval	[redacted]	✓15	7.20											
03-22-2016	Home	St Paul Elem		✓27	12.96								JUN 29 2016			
03-23-2016	Home	JFK Elem		✓11	5.28								Initials			
03-24-2016	Home	LJA	Student Council Mtg	✓10	4.80								C.G. SIR WILFRID LAURIER SUPPORTER LEARNING CTR			
03-24-2016	Home	Board	Meeting	✓42	20.16											
03-29-2016	Home	Laval	[redacted]	✓27	12.96								ENTERED JUL - 8 2016			
03-30-2016	Home	Board	Meeting	✓42	20.16											
GRAND TOTAL			$ 258.36	538	$ 258.36	X	$ -	$ -		$ -	$ -	X	$ -	X	$ -	$ -

BUDGET CODES

TRAVEL	$ 258.36	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	$ 258.36	

- Kilometers are calculated at $0.40/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]

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Revised 06/03/01

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2015-2016

AN ENGLISH EDUCATION. A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS. UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	April
EMPLOYEE NO.				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
04-01-2016	Home	Board		✓42	20.16											
04-06-2016	Home	Board	Ped Committee	✓42	20.16											
04-07-2015	Home	[redacted]	Board Chair Press Conf	✓47	22.56											
04-15-2016	Home	RHS	Play	✓42	20.16											
04-16-2016	Home	Board	Caucus	✓42	20.16	13 ✓	~~11.42~~ 11,45									
04-17-2016	Home	[redacted]		✓10	4.80											
04-19-2016	Home	Board	Meeting	✓42	20.16											
04-20-2016	Home	Laval	Meeting	✓10	4.80	2 ✓	30.00									
04-20-2016	Home	Board	Corporate Committee	✓42	20.16											
04-22-2016	Home	[redacted]		~~39~~ 37	18.72 17,76											
04-23-2016	Home	LJA	Comedy Night	✓10	4.80											
04-23-2016	Home	[redacted]		✓51	24.48 21,96											
04-24-2016	Home	Board	Meeting	✓42	20.16											
04-27-2016	Home	Board	Council & Exec	✓42	20.16											
04-29-2016	Home	QESBA		37 ~~39~~	~~18.72~~ 17,76	4.00	✓19.49	✓64.29								
03-15-2016			Student			2.00	✓17.27									
GRAND TOTAL			$ 401,22 ~~402.63~~	539 ~~542~~	$ 258,72 ~~260.16~~		$ 78,21 ~~78.48~~	$ ✓64.29		$ -	$ -		$ -		$ -	$ -

Amount paid 401.22

JUL 28 2016

Initials

REÇU - RECEIVED FINANCE JUL 5 2016

ENTERED JUL 12 2016

C.S. SIR WILFRID LAURIER S.B.

BUDGET CODES			
TRAVEL	258,72	~~260.16~~	203- 1- 51110 - 302
MEALS	78,21	~~78.48~~	203- 1- 51110 - 302
OTHER	$	64.29	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	$	401,22 ~~402.63~~	

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:

[redacted]

NAME OF

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UNE EDUCATION EN ANGLAIS. UN AVENIR BILINGUE

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

May

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	May
EMPLOYEE NO.				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Standing Committees KM	302 TRAVEL Standing Committees AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 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
05-02-2016	Home		Announce Laval bâtiment	✓ 43	20.64											
05-03-2016	Home	Board	Meeting	✓ 42	20.16											
05-04-2016	Home	Board	Caucus / Ped Cmtee	✓ 42	20.16											
05-10-2016	Home	St-Eustache	Press Conference Centre	✓ 41	19.68											
05-11-2016	Home	Board	Executive	✓ 42	20.16											
05-17-2016	Home	Laval	[redacted]	✓ 14	6.72											
05-18-2016	Home	Board	Corporate	✓ 42	20.16											
05-19-2016	Home	LJA	Student Council	✓ 10	4.80											
05-19-2016	Home	[redacted]	Retirement Dinner	✓ 8	3.84											
05-20-2016	Home	Grenville	School Visit	✓ 171	82.08											
05-24-2016	Home	Laval	Presentation	✓ 17	8.16											
05-24-2016	Home	LSA	Award Night	✓ 11	5.28											
05-25-2016	Home	Board	Council	✓ 42	20.16											
05-25-2016	Home	[redacted]	Laurier Gala	✓ 8	3.84											
05-27-2016	Home		Press Conference	✓ 32	15.36											
05-30-2016	Home	OLP	Announce Laval bâtiment	14	6.72											
05-31-2016	Home	Board	Org Chart Mtg	✓ 42	20.16											
05-11-2016			[redacted]	35				✓ 371.07								
GRAND TOTAL			$ 669.15	621	$ 298.08		$ -	$ 371.07		$ -	$ -		$ -		$ -	$ -

Amount paid

RECEIVED FINANCE JUL 28 2016

Initials

JUL - 5 2016

ENTERED JUL 12 2016

BUDGET CODES		
TRAVEL	$ 298.08	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ 371.07	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	$ 669.15	

- Kilometers are calculated at 20.48/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 OF C

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UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	June (May)
EMPLOYEE NO.				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL (Starting Committees) KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING #DAYS	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	OTHER COST
06-01-2016	Home	Laval	Meeting [redacted]	✓13	6.24											
06-02-2016	Home	Board	School Visit [illegible] ave	✓42	20.16											
06-03-2016	Home	QESBA		✓37	17.76											
06-03-2016	Home	[redacted]	Gala Sports Laval	✓10	4.80											
06-04-2016	Home	Longeuell		✓85	40.80			✓ 10.00								
06-08-2016	Home	Rosemere	McCaig, RHS, Board	✓42	20.16											
06-09-2016	Home	[redacted]	Laurier Lobster Fest	✓8	3.84											
06-14-2016	Home	LJA	Award Night	✓10	4.80											
06-15-2016	Home	[redacted]		✓37	17.76											
06-16-2016	Home	Board	Foundation	✓42	20.16											
06-21-2016	Home	Prevost	Mountainview HS Grad	✓102	48.96											
06-22-2016	Home	Board		✓21	10.08											
	Board	Agathe/Home	Ste Agathe Grad	~~158~~ 84	~~75.84~~	|75										
06-23-2016	Home	[redacted]	CDC Vimont/Lachute Grad	✓10	4.80											
06-27-2016	Home	Board	Ped Cmtee	✓42	20.16											
06-28-2016	Home	Board		✓42	20.16											
06-29-2016	Home	Laval	[redacted]	✓16	7.68											
06-29-2016	Home	Board	Exec & Council	✓42	20.16											
06-30-2016	Home	Board	Meeting	✓42	20.16											
				818	392.64											
	GRAND TOTAL		$ 402.64 ~~394.48~~	~~801~~	$ ~~384.48~~	X	$ -	$ 10.00		$ -	$ -	X	$ -	X	$ -	$ -

ENTERED JUL 12 2016

Amount paid 402.64

JUL 28 2016

Initials

REÇU - RECEIVED FINANCE JUIL 5 2016

C.S. SIR WILFRID LAURIER 8.5

BUDGET CODES			
TRAVEL	392.64	~~384.48~~	203- 1- 51110 - 302
MEALS	$	-	203- 1- 51110 - 302
OTHER	PARKING $	10.00	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	$	~~394.48~~ 402.64	

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: [redacted]

APPR[redacted]

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	July
EMPLOYEE NO.				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	612 CONFERENCES COST	302 LODGING nights	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
07-04-2016	Home	Board	Meeting	42	20.16											
07-27-2016			Phone					195.45								
GRAND TOTAL			$ 215.61	42	$ 20.16	X	$ -	$ 195.45		$ -	$ -	X	$ -	X	$ -	$ -

Amount paid $215.61

DEC 15 2016

Initials

ENTERED DEC 05 2016

BUDGET CODES		
TRAVEL	$ 20.16	203- 1- 51110 - 302
MEALS	$ -	203- 1- 51110 - 302
OTHER	$ 195.45	203- 1- 51110 - ~~302~~ 592
	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	$ 215.61	

- Kilometers are calculated at $0.48/km.
- Attach ORIGINAL receipts to this form.
- This form must be signed by claimant and approved.
- Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay to 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 OF C

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UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	August
EMPLOYEE NO.				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
08-17-2016	Home	Board	Meeting	✓42	20.16											
08-18-2016	Home	[redacted]	Lunch [redacted]	✓23	11.04											
08-22-2016	Home	Board	Welcome Back	✓42	20.16						Amount paid $316.13					
08-22-2016	Home	[redacted]	Softball Game [redacted]	✓18	8.64											
08-23-2016	Home	Board	[redacted]	✓42	20.16											
08-24-2016	Home		Press Conference	~~27~~ 22	~~12.96~~ 8.16											
08-25-2016	Home	[redacted]	Meeting	✓11	5.28											
08-25-2016	Home	Board	Meeting	✓42	20.16											
08-30-2016	Home	[redacted]	[redacted]	✓17	8.16											
08-31-2016	home	Board	Meeting	✓42	20.16											174.05
											Initials					
											ENTERED DEC 06 2016					
GRAND TOTAL			$ ~~320.93~~ 316.13	~~306~~ 296	$ ~~146.88~~ 142.08	X	$ -	$ -		$ -	$ -	X	$ -	X	$ -	$ 174.05

BUDGET CODES		
TRAVEL	$ ~~146.88~~	203- 1- 51110 - 302
MEALS	$ 142,08	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - ~~302~~
	xxx 174,05	203-1-51110-811
	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	$ ~~174.05~~	203- 1- 55500 - 302
*ADVANCE		000-1-01503-000
TOTAL	$ ~~320.93~~	316,13

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 OF CLAIMANT

APPROVED BY:

NAME (PLEASE PRINT)

Revised 08/03/01

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UNE ÉDUCATION EN ANGLAIS UN AVENIR BILINGUE

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

May

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	September
EMPLOYEE NO.				YEAR	2016

DATE (Y-M-D) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
09-07-2016	Home	Board	Ped Cmtee	✓42	20.16											
09-08-2016	Home	Board	Foundation	✓42	20.16											
09-14-2016	Home	Board	Corporate Cmtee	✓42	20.16											
09-15-2016	Home	[redacted]	Launch bus safety	✓17	8.16											
09-16-2015	Home	Board	Meeting	✓42	20.16											
09-19-2016	Home	[redacted]	LJA [redacted]	✓28	13.44											
09-24-2016	Home	RHS	Grad	✓42	20.16											
09-28-2016	Home	Board	Exec/Council	✓42	20.16											
GRAND TOTAL			$ 142.56	297	$ 142.56	X	$ -	$ -		$ -	$ -	X	$ -	X	$ -	$ -

Amount paid $142.56

DEC 15 2016

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ENTERED DEC 06 2016

BUDGET CODES

TRAVEL	$ 142.56	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	$ 142.56	

*Kilometers are calculated at 80.48/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 in order for to processed for the
This form is

REQUESTED BY:

[redacted]

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Revised 08/03/01

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS UN AVENIR BILINGUE

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

May

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	October
EMPLOYEE NO				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL Standing Committees AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES	302 LODGING DAYS	302 LODGING	302 MEALS #	302 MEALS COST	302 OTHER COST
10-02-2016	Home	LSA	Grad	✓11	5.28											
10-05-2016	Home	Board	Ped Cmtee	~~92~~	20.16											
10-06-2016	Home	[redacted]		✓5	3.00											
	[redacted]e	St-Paul		✓20	9.60											
	St-Paul	Hillcrest		✓11	5.28											
	Hillcrest	[redacted]		✓8	3.84											
	[redacted]	Home		✓5	3.00											
	Home	Board	PC	✓42	20.16											
10-08-2016	Home	LJA	T	✓10	4.80											
10-12-2016	Home	[redacted]	Laval Mobilized for Students	✓22	10.56											
10-16-2016	Home	[redacted]	[redacted]	✓10	4.80											
10-17-2016	Home	St-Jude	Blood Drive / Mountainview	✓26	12.48											
10-19-2016	Home	Board	Corporate	✓42	20.16											
10-20-2016	Home	Board	Foundation CFMB	✓42	20.16											
10-21-2016	Home	[redacted]	Meeting	✓10	4.80											
10-26-2016	Home	Board	Exec/Council	✓42	20.16											
10-27-2016	Home	[redacted]		19 ✓1	~~6.28~~											
10-28-2016	Home	LJA		✓10	4.80											
				347												
GRAND TOTAL			$ 182,16 ~~178.32~~	389	$ ~~178.32~~			$ -		-	$ -		-			$ -

BUDGET CODES

TRAVEL	$ ~~178.32~~	203- 1- 51110 - 302
MEALS	$ 182,16	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	$ ~~178.32~~	182,16

Kilometers are calculated at .32
Attach ORIGINAL receipts to this
This form must be signed by claimant
Only approved
Expense claims must be submitted
Finance on the Wednesday of the
a pay in order for it to be processed
followingpay
Please complete this form electronically
available on the Portal.

NAME

APPROVE

[redacted]

AMOUNT $182.16

DEC

Initials

ENTERED DEC 06 '16

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	November
EMPLOYEE NO.				YEAR	2016

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
11-02-2016	Home	JFK		✓11	5.28											
11-08-2016	Home		Remembrance Day	19~~11~~	~~6.28~~ 9.42											
11-07-2016	Home	Board	Meeting	✓42	20.16											
11-08-2016	Home	Board	Meeting	✓42	20.16											
11-11-2016	Home	MHES	Remembrance Day	✓63	30.24	2.00	✓ 33.37									
	MHES	LRHS	Remembrance Day	✓38	18.24											
	LRHS	Home	Remembrance Day	✓63	30.24											
11-16-2016	Home	Board	Corporate	✓42	20.16											
11-17-2016	Home	Board	Meeting	✓42	20.16											
11-21-2016	Home		Press Conference	✓12	5.76											
11-22-2016	Home	[redacted]	Consultation Presentation	✓12	5.76											
11-23-2016	Home	Board	Exec/Council	✓42	20.16											
11-25-2016	Home			✓17	8.16											
				485	23.60											
GRAND TOTAL			$ ~~249.13~~ 246.97	437	$ 209.76	X	$ 33.37	$ -		$ -	$ -	X	$ -	X	$ -	$ -

Amount paid $246.97

Initials

ENTERED DEC 06 2016

BUDGET CODES		
TRAVEL	$ ~~249.13~~ 209.76	203- 1- 51110 - 302
MEALS	$ 33.37	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	$ ~~-249.13~~ 246.97	

- Kilometres 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 OF

APPROVED

Revised 08/03/01

OK KV.

Dec'16

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH / YEAR	December & January 2016 & 2017
EMPLOYEE NO.					

GENERAL EXPENSES

PROFESSIONAL IMPROVEMENT

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Committees Boarding KM	302 TRAVEL Committees Boarding AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	303 LODGING nights	303 LODGING AMOUNT	303 MEALS #	303 MEALS COST	302 OTHER COST
12-06-2016	Home	Twin Oaks	Photo [redacted]	13	6.24											
12-08-2016	Home	Twin Oaks	Inauguration	13	6.24											
12-7-2016	Home	Board	Corporate	42	20.16											
12-14-2016	Home	LRHS	Pool Inauguration	130	62.21											
12-14-2016	Home	Board	Exec Council	42	20.16											
12-20-2016	Home	Board	Meeting	42	20.16											
12-22-2016	Home	LJA/LSA	Community	20	9.60											
01-04-2017	Home	Board	Interviews	42	20.16											
01-10-2017	Home	[redacted]	[redacted]	27	12.96											
01-11-2017	Home	Board	Ped	42	20.16											
01-16-2017	Home	Board	Meetings	42	20.16											
01-18-2017	Home	Board	Corporate	42	20.16											
01-18-2017	Home	MHES	CLC meeting	126	60.48											
01-23-2017	Home	[redacted]	[redacted]	13	6.24											
01-24-2017	Home	Crestview	[redacted]rant	7	3.36											
01-25-2017	Home	Board	Exec Council	42	20.16											
01-26-2017	Home	[redacted]	Gala	8 x 3.84	30.72											
01-31-2017	Home	[redacted]	[redacted]	13	6.24											
					338.69											
	GRAND TOTAL		$ 339.65	708	$ 339.65		$ -	$ -		$ -	$ -		$ -		$ -	$ -

ENTERED JUN 19 2017

RECD - RECEIVED FINANCE - JUN 16 2017

C.S. SIR WILFRID LAURIER S.B.

Amount paid $330.00

JUN 29 2017

Initials

BUDGET CODES		
TRAVEL	$ 339.65	203- 1- 51110 - 302
MEALS	$ 338.69	203- 1- 51110 - 302
OTHER	$ -	203- 1- 51110 - 302
	XXX	
	XXX	
PIC - TRAVEL	$ -	203- 1- 55500 - 302
PIC-CONFERNCES	$ -	203- 1- 55500 - B12
PIC -LODGING	$ -	203- 1- 55500 - 302
PIC - MEALS	$ -	203- 1- 55500 - 302
PIC - OTHER	$ -	203- 1- 55500 - 302
*ADVANCE		000-1-01503-000
TOTAL	$ 339.65	

- 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 OF CLAIMANT

APPROVED BY:

NAME OF APPROVER

338 69

Revised 06/03/01

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	February
EMPLOYEE NO.				YEAR	2017

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION	DESCRIPTION NATURE OF BUSINESS	GENERAL EXPENSES: TRAVEL 302 Competences / Standing KM	TRAVEL AMOUNT	MEALS 302 #	MEALS COST	OTHER 302 COST	PROFESSIONAL IMPROVEMENT: TRAVEL PIC 302 KM	TRAVEL PIC AMOUNT	CONFERENCES 812 COST	LODGING 302 Nights	LODGING AMOUNT	MEALS 302 #	MEALS COST	OTHER 222 COST
02-01-2017	Home	[redacted]		17	8.16											
02-02-2017	Home	Board	PC	42	20.16											
02-07-2017	Home	Board		42	20.16											
02-08-2017	Home	Board	prep	42	20.16											
02-09-2017	Home	Mtl		40	19.20											
02-10-2017	Home	Board		42	20.16											
02-13-2017	Home	Competences 2	Hooked on School Days	22	10.56											
02-13-2017	Home	Blainville		47	22.56											
02-16-2017	Home	Board	Corporate	42	20.16											
02-20-2017	Home	Hillcrest	GB	10	4.80											
02-21-2017	Home	Crestview	Photo	6	2.64											
02-21-2017	Home	Board	Meeting	42	20.16											
02-22-2017	Home	Board	Exec Council	42	20.16											
02-23-2017	Home	Rawdon		144	69.12											
02-23-2017	Home	LSA	Gold / GB	6	2.88											
GRAND TOTAL			$ 284.64	593	$ 284.64		$ -	$ -		$ -	$ -		$ -		$ -	$ -

Amount paid $284.16

Initials

REQU - RECEIVED
FINANCE
JUN 16 2017
ENTERED JUN 19 2017

BUDGET CODES		
TRAVEL	$ 284.64	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	$ 284.64	

- (Kilometers are calculated at 20.40 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 O

APPROVE

284.16

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	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH / YEAR	March & April 2017
EMPLOYEE NO.					

GENERAL EXPENSES

DATE (Y-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Car/Plane KM	302 TRAVEL Car/Plane AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
03-01-2017	Home	Board	Council Caucus	42	20.16	13	101.00	
03-03-2017	Home	Board		42	20.16			
03-13-2017	Home	Mtl	[redacted] MEALS	51	24.48			
03-15-2017	Home	Board	Corporate	42	20.16			
03-16-2017	Home	CSDL	Meeting	16	7.68			
03-20-2017	Home	Board		42	20.16			
03-21-2017	Home	Pinewood Elem	Career Day	63	30.24			
03-22-2017	Home	[redacted]	[redacted]	8	3.84			30.00
03-23-2017	Home	[redacted]		130	62.40			
03-24-2017	Home			14	6.72			
04-05-2017	Home	Board	Ped	42	20.16			
04-10-2017	Home	Board		42	20.16			
04-11-2017	Home	Souvenir		6	3.00			
04-12-2017	Home	[redacted]		15	7.20			
04-13-2017	Home	[redacted]		47	22.56			
04-18-2017	Home	Laval		15	7.20			
04-19-2017	Home	Board	Corporate	42	20.16			
04-21-2017	Home	St-Paul Elem	Press Conference	27	12.96			
04-23-2017	Home		Volunteer Awards Laval	11	5.28			
04-26-2017	Home/Board	Home/Laval		59	28.32			
04-28-2017	Home	Board		42	20.16			
GRAND TOTAL			$ 514.16	798	$ 383.16		$ 101.00	$ 30.00

PROFESSIONAL IMPROVEMENT

302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	303 LODGING Hotel	303 LODGING AMOUNT	302 MEALS #	302 MEALS COST	342 OTHER COST
$ -		$ -			$ -		$ -

Amount paid $514.16

RECU / RECEIVED FINANCE JUN 20 2017 Initials

ENTERED JUN 19 2017

BUDGET CODES

TRAVEL	$ 383.16	203- 1- 51110 - 302
MEALS	$ 101.00	203- 1- 51110 - 302
OTHER	$ 30.00	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	$ 514.16	

- 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

APPROV

[redacted]

March 2017 Expense.xls

Revised 06/03/01

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH / YEAR	May & June 2017
EMPLOYEE NO.					

DATE (YYYY-MM-DD)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES 302 TRAVEL Committees / Standing		302 MEALS		302 OTHER	PROFESSIONAL IMPROVEMENT 302 TRAVEL PIC		612 CONFERENCES	302 LODGING		302 MEALS		302 OTHER
				KM	AMOUNT	#	COST	COST	KM	AMOUNT	COST	nights	AMOUNT	#	COST	COST
05-03-2017	Home	Board	Part	42	20.16											
05-04-2017	Home	Laval		15	7.20											
05-04-2017	Home	LJA	Hairspray	10	4.80											
05-09-2017	Home	Board	Sign Docs	42	20.16											
05-10-2017	Home	RHS	Soccer Day	42	20.16											
05-10-2017	Home	Board	Executive	42	20.16											
05-10-2017	Home	LSA		11	5.28											
05-13-2017	Home	[redacted]		28	13.44											
05-16-2017	Home	LJA	GB	10	4.80											
05-17-2017	Home	Board	Corporate	42	20.16											
05-23-2017	Home	Pinewood	GB	63	30.24											
05-24-2017	Home	Board	Caucus Council	42	20.16											
05-25-2017	Home	[redacted]	Spring Conference	216	103.68											
05-30-2017	Home	Board	Interviews	42	20.16											
05-30-2017	Home	[redacted]	Young Authors	8	4.80	1	3.84	ENTERED JUN 19 2017								
05-30-2017	Home	[redacted]	Gala StarFest	8	3.84											
06-07-2017	Home	[redacted]	Interviews	15	7.20											
06-07-2017	Home	Board	Ped Transportation	42	20.16											
06-08-2017	Home	[redacted]	Lobster Gala	8	3.84											
06-12-2017	Home	LES	Press Conference	122	58.56											
06-13-2017	Home	Laval		14	6.72											
GRAND TOTAL			419.52	874	$ 419.52		$ -	$ -		$ -	$ -		$ -		$ -	$ -

Amount paid $411.84

REQU - RECEIVED FINANCE JUN 16 2017

C.S. SIR-WILFRID-LAURIER SIR WILFRID LAURIER S.

Initials

BUDGET CODES		
TRAVEL	$ 419.52	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	$ 419.52	

- 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]

APPRO

411.84

Amount paid 374.88 Revised 08/03/01

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AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

DEC 2 6 2017

Initials

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

May

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH / YEAR	July & August & Sept 2017
EMPLOYEE NO.					

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Committees Standing KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 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
2017-07-10	Home	Head Office	[redacted]	42	20.16											
2017-08-22	Home	Ste Adele	Management Welcome Back	126	60.48	✓										
2017-08-23	Home	[redacted]		8	3.84	✓										
2017-08-28	Home	[redacted]	meeting [redacted]	31	14.88	✓										
2017-08-29	Home	[redacted]	AEVT	8	3.84	✓										
2017-08-31	Home	OLP	Open House	13	6.24	✓										
2017-09-01	Home	Head Office	Council	42	20.16											
2017-09-06	Home	Head Office	McCaig Playground	42	20.16											
2017-09-06	Home	Head Office	Pedagogical Comte	42	20.16											
2017-09-07	Home	Terry Fox		24	11.52	✓										
2017-09-07	Home	Head Office	Foundation	42	20.16											
2017-09-07	Home	Head Office	Parents Committee	42	20.16											
2017-09-11	Home	Head Office	FNMI	42	20.16											
2017-09-12	Home	Head Office		42	20.16											
2017-09-13	Home	Head Office	Comptrs	42	20.16											
2017-09-18	Home			16	7.68	✓										
2017-09-19	Home			9	4.32	✓										
2017-09-20	Home	Head Office	Meetings	42	20.16											
2017-09-22	Home	Head Office	[redacted] McCaig	42	20.16											
2017-09-23	Home	Head Office	RHS Grad	42	20.16											
2017-09-25	Home	Head Office		42	20.16											
GRAND TOTAL			374.88	781	$ 374.88		$ -	$ -		$ -	$ -		$ -		$ -	$ -

ENTERED DEC 11 2017

RECEIVED

BUDGET CODES		
TRAVEL	$ 374.88	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	$ 374.88	-

Kilometers are calculated at 80.64/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]

NA

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Amount paid [redacted] Revised 08/03/01

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DEC 28 2017

Initials

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	October
EMPLOYEE NO.				YEAR	2017

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION NATURE OF BUSINESS	GENERAL EXPENSES 303 TRAVEL Standing Committees KM	303 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT 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
2017-09-25	Home	LSA	Leadership	10	4.80	✓										
2017-09-26	Home	[redacted]	F	16	7.68	✓										
2017-09-26	Home	[redacted]	CA	10	4.80	✓										
2017-09-27	Home	Head Office	Exec and Council	42	20.16											
2017-09-28	Home	LJA	CDC Pont Vlau Grad	10	4.80	✓										
2017-10-04	Home	Head Office	Ped Cmtee	42	20.16											
2017-10-05	Home	St Jerome	Foundation	53	25.44	✓										
2017-10-05	Home	Head Office	Parents Committee	42	20.16											
2017-10-17	Home	[redacted]	Retirement Dinner	8	3.84	✓										
2017-10-18	Home	Head Office	Corporate, Council	42	20.16											
2017-10-22	Home	Reception	LSA Grad	13	6.24	✓										
2017-10-25	home	Head Office	Exec and Council	42	20.16											
2017-10-26	Home	LTU	Meeting	12	5.76	✓										
2017-10-26	Home	[redacted]		13	6.24											
	GRAND TOTAL		$ 170.40	355	$ 170.40	X	$ -	$ -		$ -	$ -	X	$ -	X	$ -	$ -

ENTERED DEC 11 2017

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BUDGET CODES		
TRAVEL	$ 170.40	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	$ 170.40	-

- 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

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OK KW

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH / YEAR	Initials October - November 2017
EMPLOYEE NO.					

GENERAL EXPENSES

PROFESSIONAL IMPROVEMENT

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Committees / Standing KM	302 TRAVEL Committees / Standing AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING 40413	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2017-09-17			[redacted]					164.37	✓							
2017-10-06			[redacted]					106.92	✓							
2017-10-11	Home	[redacted]		19	9.12	✓		9.00	✓							
2017-10-04	Home	Head Office	Ped Committee	42	20.16	✓										
2017-10-05	Home	Head Office	Foundation	42	20.16	✓										
2017-10-06	Home	LSA	Panthers Launch	11	5.28	✓										
2017-10-17	Home	[redacted]	Retirement Dinner	8	3.84	✓										
2017-10-18	Home	Head Office	,Corporate,Council	42	20.16	✓										
2017-10-22	Home	[redacted]	LSA Grad	13	6.24	✓										
2017-10-25	Home	Head Office	Exec Council	42	20.16	✓										
2017-10-26	Home	LTU	Lunch	12	5.76	✓										
2017-10-26	Home	[redacted]		13	6.24	✓										
2017-10-30	Home	Head Office	Meeting	42	20.16	✓										
2017-11-08	Home	Head Office	Ped Committee	42	20.16	✓										
2017-11-14	Home	CSDL	RLPRE	16	7.68	✓										
2017-11-14	Home	LSA	Governing Board	11	5.28	✓										
2017-11-15	Home	Head Office	Corporate Committee	42	20.16	✓										
2017-11-16	Home	LJA		10	4.80	✓										
2017-11-20	Home	Head Office	Council	42	20.16	✓										
2017-11-22	Home	Head Office	Exec Council	42	20.16	✓										
2017-11-28	Home	Head Office	Council	42	20.16	✓										
GRAND TOTAL			$ 536.13 ✓	533	$ 255.84		$ -	$ 280.29		$ -	$ -		$ -		$ -	$ -

ENTERED MAR 09 2018

BUDGET CODES

TRAVEL	$ 255.84	203-1-51110-302
MEALS	$ -	203-1-51110-302
~~OTHER~~ PARKING	$ 9.00	203-1-51110-302
	271.29	to 428 ✓
	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	$ 536.13 ✓	

- All claims are calculated at $0.48/km
- Attach ORIGINAL receipts to this form.
- This claim 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 payday in order for it to be processed to the following payday.
- Please complete this form electronically. This form is available on the Portal

REQUESTED BY: [redacted]

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UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	November - December
EMPLOYEE NO.				YEAR	2017

				GENERAL EXPENSES					PROFESSIONAL IMPROVEMENT							
DATE (Yr-Mth-Day) 2011-01-01	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Committees	Standing	302 MEALS		302 OTHER	302 TRAVEL PIC		812 CONFERENCES	302 LODGING		302 MEALS		302 OTHER
	FROM	TO		KM	AMOUNT	#	COST	COST	KM	AMOUNT	COST	<2nd>	AMOUNT	#	COST	COST
2017-11-29	Home	LJA	Phoenix Grad	10	4.80	✓										
2017-12-05	Home	[redacted]	Sport Complex	25	12.00	✓										
2017-12-06	Home	LSA	LSA Music Concert	11	5.28	✓										
2017-12-06	Home	Head Office	Corporate Committee	42	20.16	✓										
2017-12-07	Home	Head Office	Parents' Committee	42	20.16	✓										
2017-12-08	Home	Head Office	Council	42	20.16	✓										
2017-12-13	Home	Head Office	Exec Council	42	20.16	✓										
2017-12-15	Home	LSA	Rock of Ages	11	5.28	✓										
2017-12-18	Home	Head Office		42	20.16	✓										
2017-12-21	Home	Laurentia	Christmas Concert	82	39.36	✓										
2017-12-22	Home	LJA-LSA-TOES	RHS - Christmas Breakfast	~~50~~	~~25.92~~	✓										
				53	25,44											
	GRAND TOTAL		$ 192,96 ~~193.44~~	403	$ 192,96 ~~193.44~~	X	$ -	$ -		$ -	$	X	$ -	X	$ -	$ -

ENTERED MAR 6 2018

BUDGET CODES

TRAVEL	$ ~~193.44~~	203-1-51110-302
MEALS	$ 192,96	203-1-51110-302
THER	$ -	203-1-51110-302
	xxx	
	xxx	
	$ -	203-1-55500-302
	$ -	203-1-55500-812
	$ -	203-1-55500-302
	$ -	203-1-55500-302
	$ -	203-1-55500-302
		000-1-01503-000
	~~193.44~~ 192,96	

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 OF

APPROVED

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

Amount paid 149.76

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

NAME	C.S. SIR-WILFRID-LAURIER C.E. Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	January
EMPLOYEE NO.				YEAR	2018

GENERAL EXPENSES

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Committee Meeting KM	302 TRAVEL Committee Meeting AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2018-01-08	Home	Head Office	Meeting	42	20.16	✓		
2018-01-11	Home	Head Office	Foundation	42	20.16	✓		
2018-01-12	Home	Head Office	Council,	42	20.16	✓		
2018-01-17	Home	Head Office	Corporate Committee	42	20.16	✓		
2018-01-18	Home	[redacted]	Mtg [redacted]	15	7.20	✓		
2018-01-19	Home	Head Office	Strat Planning	42	20.16	✓		
2018-01-22	Home	CDC Pont Viau	[redacted] Quebec	26	12.48	✓		
2018-01-24	Home	Head Office	Exec Council	42	20.16	✓		
2018-01-25	Home	[redacted]	Foundation Gala	8	3.84	✓		
2018-01-31	Home			✓ 11	5.28	✓		
	GRAND TOTAL		$ 149.76	312	$ 149.76		$ -	$ -

PROFESSIONAL IMPROVEMENT

Initials

302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING KM'S	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
	$ -	$ -		$ -		$ -	$ -

ENTERED MAR 0 9 2018

BUDGET CODES:

TRAVEL	$ 149.76	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	$ 149.76	

- Kilometers are calculated at 30.48¢/km.
- Attach ORIGINAL receipts to this form.
- This form must be signed by claimant and duly approved.
- Expense claims must be submitted (4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed in the following pay.
- Please complete this form electronically. This form is available on the Portal.

REQUESTED BY: [redacted]

APP

November_2017_Español ms

REVISED - 2015/03/25

RECEIVED

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

COMMISSION SCOLAIRE SIR-WILFRID LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Jennifer Maccarone PHR

EMPL.# :

PHONE #: RID

SCHOOL: Directorate

JOB TITLE: Chairperson

Initials

PERIOD: Jan-18

YEAR : 2017-2018

DATE (Mth/Dy/Yr) (AA/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL Principal & Management Advisory Meetings AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL @ $0.48/KM AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING TRAVEL @ $0.53/KM COST	MEALS #	MEALS COST	LODGING #DAYS	LODGING COST	OTHER COST
01/19/18			Training session				$ -							526.24
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -		$ -					
							$ -		$ -					
							$ -							
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
GRAND TOTAL:			$ 526.24		$ -		$ -		$ -	X	$ -	X	$ -	$ 526.24

ENTERED FEB 23 2018

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ -	200-1-52110-302	302	
LODGING/MEALS	$ 526.24	203-1-51110-302	302	
CAR POOLING TRAVEL (SCH G/L)	$ -	200-1-52110-302	302	
OTHER		200-1-52110-302	302	
OTHER				
OTHER				
OTHER				
TOTAL	$ 526.24			

***** 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 Manon Monette.
7. Please complete this form electronically. This form is available on the Portal.

[redacted]

AN ENGLISH EDUCATION, **A BILINGUAL FUTURE**

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

Amount paid 110.65

FEB 22 2018

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

REVISED - 2015/03/25

OK KV.

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Jennifer Maccarone | SCHOOL: Directorate | PERIOD: Jan-18

EMPL.#: | PHONE #: | JOB TITLE: Chairperson | YEAR: 2017-2018

DATE (Mth/Dy/Yr) (AA/08/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL Principal & Management Advisory Meetings AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL @ $0.48/KM AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING TRAVEL @ $0.53/KM COST	MEALS #	MEALS COST	LODGING # DAYS	LODGING COST	OTHER COST
01/19/18			Training Session				$ -							190.65
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -							
							$ -		$ -					
							$ -		$ -					
							$ -							
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
GRAND TOTAL:			$ 190.65		$ -		$ -		$ -	X	$ -	X	$ -	$ 190.65

ENTERED FEB 0 9 2018

BUDGET CODES

					PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308		
TRAVEL (SCH G/L)	$ -		302		
LODGING/MEALS	$ 190.65	203-1-51110	~~302~~	811	
CAR POOLING TRAVEL (SCH G/L)	$ -		302		
OTHER			302		
OTHER					
OTHER					
OTHER					
TOTAL	$ 190.65				

******* 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 Manon Monette
7. Please complete this form electronically. This form is available on the Portal

REQUESTED BY:

[redacted]

(Immediate Superior)

Amount paid 286.93 Revised 08/03/01

OK KV

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

JUN 28 2018

Initials

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	February - March
EMPLOYEE NO.				YEAR	2018

				GENERAL EXPENSES						PROFESSIONAL IMPROVEMENT									
				302 TRAVEL Standing Committees		302 MEALS		302 OTHER		302 TRAVEL PIC		812 CONFERENCES	302 LODGING		302 MEALS		302 OTHER		
DATE (W-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	KM	AMOUNT	#	COST	COST		KM	AMOUNT	COST	NIGHTS	AMOUNT	#	COST	COST		
2018-02-01	Home	LSA	Robotics	12	5.76	✓													
2018-02-01	Home	Head Office	Parents' Committee	40	19.20	✓													
2018-02-06	Home	LJA	Hooked on School Days	10	4.80	✓													
2018-02-11	Home	Laval Hockey	Hockey Classic	24	11.52	✓													
2018-02-12	Home	Brownsburg	Press Conference	138	66.24	1.00	7.09	✓											
2018-02-14	Home	JHS	Kindness Community Event	143	68.64														
2018-02-21	Home	Head Office	Corporate Committee	40	19.20	✓													
2018-02-22	Home	LJA	Governing Board	10	4.80	✓													
2018-02-23	Home	LSA	Hockey Day & Blue & Gold	12	5.76	✓													
2018-02-26	Home	Head Office	Exec & Council	40	19.20	✓													
2018-03-01	Home			12	5.76	✓													
2018-03-14	Home	Head Office	Meetings	40	19.20	✓													
2018-03-16	Home			12	5.76	✓													
2018-03-19	Home	LJA	Press Conference	10	4.80	✓													
2018-03-26	Home	Head Office	Community Consultation	40	19.20	✓													
GRAND TOTAL			$ 286.93	583	$ 279.84	X	$ 7.09	$ -			$ -	$ -	X	$ -	X	$ -	$ -		

REQU - RECEIVED FINANCE JUN 19 2018

C.C. SIR WILFRID LAURIER S.B

ENTERED JUN 19 2018

BUDGET CODES		
TRAVEL	$ 279.84	203-1-51110-302
MEALS	$ 7.09	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	$ 286.93	

- Kilometers are calculated at 39.48/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]

APPR

REVISED - 2015/03/25

AN ENGLISH EDUCATION, **A BILINGUAL FUTURE**

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

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

Amount paid 1400.62

APR 0 5 2018

Initials G

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Jennifer Maccarone	SCHOOL: Council of Commissioners	PERIOD:	March
EMPL.#:	PHONE #:		
	JOB TITLE: Chairperson	YEAR:	2017-2018

DATE (Mth/Dy/Yr) (AA/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	COST	MEALS #	COST	LODGING # DAYS	COST	OTHER COST
03/12/18	2018-04-08	2018-04-20	Business Development		$ -		$ -		$ -					1400.62
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
					$ -		$ -		$ -					
GRAND TOTAL:			$ 1,400.62		$ -		$ -		$ -		$ -		$ -	$ 1,400.62

ENTERED MAR 16 2018

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ -	200-1-52110	302	
LODGING/MEALS	$ -		302	
CAR POOLING TRAVEL (SCH G/L)	$ -		302	
Travel	$ 700.31	298-1-24520-302		
OTHER	$ 700.31	296-1-14520-302 KV 3/21/18		
OTHER		2		
OTHER		SS/B 14520-302		WC
TOTAL	$ 1,400.62	3/21/18		KV

***** 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 Manon Monette
7. Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

[redacted]

791 - 14520

Revised 08/03/01

OK AF

Amount paid 619.79

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

JUN 2 8 2018

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	April, May
EMPLOYEE NO.				YEAR	2018

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 302 TRAVEL Standing Committees KM	302 TRAVEL AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING KM	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2018-04-03	Home	Head Office	Meeting	40	19.20	✓										
2018-04-04	Home	Head Office		40	19.20	✓										
2018-04-04	Home	LJA	Community Consultation	10	4.80	✓										
2018-04-05	Home	Head Office	Meeting	40	19.20	✓										
2018-04-05	Home	LSA		12	5.76	✓										
2018-04-08	[redacted]					1.00	✓ 34.88									
2018-04-23	Home	Laval		16	7.68	✓										
2018-04-24	Home	Head Office	Meetings	40	19.20	✓		✓ 157.19								
2018-04-25	Home	Laval		12	5.76	✓										
2018-04-25	Home	Head Office	Council & Exec	40	19.20	✓		✓ 123.60								
2018-05-02	Home	LJA	Student Council	10	4.80	✓										
2018-05-02	Home	Head Office	Pedagogical Committee	40	19.20	✓										
2018-05-09	Bromont	Office/Home	Executive Committee	142	68.16	✓										
2018-05-14	Home	Head Office	Meetings	40	19.20	✓										
2018-05-16	Home	Head Office	Council & Corporate	40	19.20	✓										
2018-05-23	Home	Head Office	Council	40	19.20	✓										
2018-05-29	Home	Head Office		40	19.20	✓										
2018-05-30	Home	Laval	Meeting GB Jules Verne	14	6.72	1.00	4.60	✓								
2018-05-31	Home	[redacted]	Laurier Gala StarFest	8	3.84	✓										
GRAND TOTAL			$ 619.79	624	$ 299.52	X	$ 39.48	$ 280.79		$ -	$ -	X	$ -	X	$ -	$ -

ENTERED JUN 19 2018

REÇU - RECEIVED FINANCE JUN 18 201[illegible] C.S. SIR-WILFRID-LAURIER Sir WILFRID LAURIER S.B

BUDGET CODES		
TRAVEL	$ 299.52	203-1-51110-302
MEALS	$ 39.48	203-1-51110-302
OTHER	$ 280.79	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	$ 619.79	

Kilometres are calculated at $0.44/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

APPROVE

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

Amount paid 87.84

JUN 28 2018

Revised 08/03/01

OK. KV

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

NAME	Jennifer Maccarone	JOB TITLE	Commissioner	MONTH	June
EMPLOYEE NO.				YEAR	2018

DATE (Yr-Mth-Day) 2011-01-01	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES: 303 TRAVEL Standing Committees KM	303 TRAVEL Standing Committees AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST	PROFESSIONAL IMPROVEMENT: 302 TRAVEL PIC KM	302 TRAVEL PIC AMOUNT	812 CONFERENCES COST	302 LODGING KM/Y1	302 LODGING AMOUNT	302 MEALS #	302 MEALS COST	302 OTHER COST
2018-06-01	Home	St-Eustache	Inauguration Centre	43	20.64	✓										
2018-06-07	Home	Head Office	Foundation	40	19.20	✓										
2018-06-07	Home	Head Office	Parents' Committee	40	19.20	✓										
2018-06-11	Home	Laval	Leadership Awards	12	5.76	✓										
2018-06-13	Home	Head Office	Pedagogical	40	19.20	✓										
2018-06-14	Home	[redacted]	Foundation Gala	8	3.84	✓										
GRAND TOTAL			$ 87.84	183	$ 87.84	X	$ -	$ -		$ -	$ -	X	$ -	X	$ -	$ -

ENTERED JUN 19 2018

REÇU - RECEIVED FINANCE JUN 18 2018 C.S. SIR-WILFRID-LAURIER SIR WILFRID LAURIER S.B.

BUDGET CODES

TRAVEL	$ 87.84	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	$ 87.84	

- Kilometers are calculated at $0.40/km.
- Attach ORIGINAL receipts to the 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]

APPRO

REVISED - 2015/03/25

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

COMMISSION SCOLAIRE SIR WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

OK KV

Amount paid 616.19

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

OCT 04 2018

Initials

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Jennifer Maccarone | SCHOOL: School Board | PERIOD: 2018-2019

EMPL.#: | PHONE #: | JOB TITLE: Chairperson | YEAR:

DATE (Mth/Dy/Yr) (AA/MM/DD)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL Principal & Management Advisory Meetings AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL @ $0.48/KM AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING TRAVEL @ $0.53/KM COST	MEALS #	MEALS COST	LODGING #DAYS	LODGING COST	OTHER COST
06/18/18	Home	Laval				11	$ 5.28							
06/19/18	Home	Head Office				41	$ 19.49							
06/19/18	Home	[redacted]	Graduation Ceremony - Souvenir Elementary School			8	$ 3.94							
06/20/18	Home	Head Office	Corporate			41	$ 19.49							
06/26/18	Home	Head Office	Special Corporate-Audit Committee			41	$ 19.49							
06/27/18	Home	Head Office	End of year post mortem			41	$ 19.49							
07/05/18	Home	Head Office	Special Council meeting			41	$ 19.49							221.90
07/26/18	Home	Head Office	Council Caucus			41	$ 19.49							
07/26/18	Home	Laval	Council -			2	$ 3.00			2	28.97			29.12
08/08/18	Home	Head Office	Council			41	$ 19.68			2	~~73.27~~		40.00	
08/13/18	Home	Head Office	Council			41	$ 19.49			2	~~58.20~~		40.00	
08/15/18	Home	Head Office	Special Council			41	$ 19.49							68.40
							$ -							
GRAND TOTAL:			~~659.86~~ 616.19		$ -	387	$ 187.80		$ -		~~152.44~~ 108.97		$ -	$ 319.42

ENTERED SEP 26 2018

BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)				PROJECT CODE
	$ -			
TRAVEL (SCH G/L)	$ 187.80	203-1-51110	302	
LODGING/MEALS	$ ~~152.44~~ 108.97	203-1-51110	302	
CAR POOLING TRAVEL (SCH G/L)	$ -			
OTHER	$ 319.42	203-1-51110	302	
OTHER				
OTHER				
OTHER				
TOTAL	$ ~~659.86~~ 616.19			

***** 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 Manon Monette.
- Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

[redacted]