

AN ENGLISH
EDUCATION
A BILINGUAL
FUTURE



JNE
EDUCATION
EN ANGLAIS
UN AVENIR
BILINGUE

Amount paid 283.20

OK
W

MAY 17 2018

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

NAME	LOCATION		JOB TITLE	MONTH		INITIALS									
				YEAR	INITIALS										
Melissa Wall			Commissioner	January, February and March 2018											
EMPLOYEE NO			GENERAL EXPENSES			PROFESSIONAL IMPROVEMENT									
DATE (W-Jddh-Day) 2011-01-01	LOCATION		DESCRIPTION NATURE OF BUSINESS	302 TRAVEL Standing Committees		302 MEALS	302 OTHER	302 TRAVEL PIC		812 CONFERENCES	302 LOGGING		302 MEALS		302 OTHER
	FROM	TO		KM	AMOUNT			#	COST		COST	KM	AMOUNT	COST	
2018-01-17	Home	SB ✓	corporate committee	38	29	44.41	18.24								
2018-01-24	Home	SB ✓	council of commissioners	38	29	14.11	18.24								
2018-02-21	Home	SB ✓	corporate committee	38	29	14.11	18.24								
2018-02-28	Home	SB ✓	council of commissioners	38	29	14.11	18.24								
2018-03-14	Home	SB ✓	pedagogical committee	38	29	14.11	18.24								
2018-03-19	Home	LRHS ✓	LRHS Governing board	✓83	✓	39.84									
2018-03-21	Home	SB ✓	corporate committee	38	29	14.11	18.24								
2018-03-01	Home	LRHS ✓		✓83	✓	39.84									
2018-01-19	Home	SB ✓	Caucus meeting	38	29	14.11	18.24								
2018-02-08	Home	LES ✓	Visit of school	✓75	✓	35.88	36.00								
2018-03-26	Home	LRHS ✓	Town Hall - School mission	✓83	✓	39.84									
GRAND TOTAL				520	✓	283.20									

ENTERED MAY 02 2018

REC'D RECEIVED
FINANCE

MAY 01 2018

C.S. SIR WILFRID LAUBIER
SIR WILFRID LAUBIER S.B.

SIR WILFRID LAUBIER S.B.
SIR WILFRID LAUBIER S.B.

JUN 17 2018
REC'D RECEIVED
FINANCE

BUDGET CODES		
TRAVEL	\$ 353.92	203-1-51110-302
MEALS	\$ 283.20	203-1-51110-302
OTHER	\$ -	203-1-51110-302
	XXX	
	XXX	
PIC - TRAVEL	\$ -	203-1-55500-302
PIC-CONFERNCES	\$ -	203-1-55500-812
PIC-LOGGING	\$ -	203-1-55500-302
PIC - MEALS	\$ -	203-1-55500-302
PIC OTHER	\$ -	203-1-55500-302
*ADVANCE		000-1-01503-000
TOTAL	\$ 353.92	283.20

0 Kilometers are calculated at 30.48/km.
0 Attach ORIGINAL receipts to this form.
0 This form must be signed by claimant and duly approved.
0 Advance 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.
0 Please complete this form electronically. The form is available on the Portal.

REQUESTED BY:

AP



OK
KV.

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

NAME		JOB TITLE		MONTH		YEAR								
Melissa Wall		Commissioner		March 20th to May 31st										
EMPLOYEE NO.		GENERAL EXPENSES						PROFESSIONAL IMPROVEMENT						
DATE (YY-Mm-DD) 2011-01-01	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Standing Commission		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	#
2018-03-20	Home	Laurentia	Governing Board	32	15.36	✓								
2018-03-21	Home	School Board	Corporate Commi	28	13.92									
2018-04-04	Home	LJA	Town Hall	52	24.96	✓								
2018-05-25	Home	School Board	Council of commission	29	13.92									
2018-04-17	Home	School Board	SEAC	38	29	18.24								
2018-04-18	Home	School Board	Corporate Commi	38	29	18.24								
2018-04-25	Home	School Board	Council of commission	38	29	18.24								
2018-05-02	Home	School Board	Pedagogical Committee	38	29	18.24								
2018-05-16	Home	School Board	Corporate Commi	38	29	18.24								
2018-05-24	Home	Quebec												
2018-05-11	Home	LRHS		83	39.84	✓			566	271.68	✓	2	426.00	51.55
GRAND TOTAL				387	171.36				566	\$ 271.68			\$ 426.00	\$ 51.55

REC'D RECEIVED
FINANCE
JUN 2 2018
C.C. SIP
SIP
SIP

BUDGET CODES	
TRAVEL	\$ 4430.41
MEALS	\$ 51.55
OTHER	\$ 426.00
XXX	
XXX	
PIC - TRAVEL	\$ -
PIC-CONFERNCES	\$ -
PIC - LODGING	\$ -
PIC - MEALS	\$ -
PIC - OTHER	\$ -
*ADVANCE	
TOTAL	\$ 970.59

0 Kilometers are calculated at 30.48/km.
1 Attach ORIGINAL receipts to this form.
2 The form must be signed by claimant and duly approved.
3 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.
4 Please complete the form electronically. The form is available on the Portal.

REQUESTED BY:

Amount paid 316.13

Revised 08/03/01

OK
KV

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



UNE
EDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

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

NAME		JOB TITLE		MONTH		YEAR										
Melissa Wall		Commissioner		September 1st to November 14th 2018												
EMPLOYEE NO.		GENERAL EXPENSES						PROFESSIONAL IMPROVEMENT								
DATE (Yr-Mth-Day) 2011-01-01	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	302 TRAVEL Standing Committee		302 MEALS	302 OTHER	302 TRAVEL PIC		812 CONFERENCES	302 LODGING		302 MEALS	302 OTHER		
	FROM	TO		KM	AMOUNT			#	COST		KM	AMOUNT			COST	#
2018-09-12	Home	SB	Corporate	32	15,46	✓										
2018-09-17	Home	SB	Caucus	32	15,46	✓										
2018-09-26	Home	SB	Executive-Council	32	15,46	✓										
2018-10-03	Home	SB	Ped	32	15,46	✓										
2018-10-10	Home	SB	Special Council	32	15,46	✓										
2018-10-17	Home	SB	Corporate	32	15,46	✓										
2018-10-20	Home	LRHS	LRHS Graduation	83	39,74	✓										
2018-10-24	Home	SB	Executive-Council	32	15,46	✓										
2018-10-26	Home	LavaJunior	Phoenix Graduation	52	25,15	✓										
2018-10-26	Home	LTM	LTM Graduation	54	26,11	✓										
2018-10-04	Home	SB	Parents Committee	32	15,46	✓										
2018-11-01	Home	SB	Parents Committee	32	15,46	✓										
2018-11-04	Home	SB	Caucus	32	15,46	✓										
2018-11-05	Home	LRHS	LRHS GB	83	39,74	✓										
2018-11-13	Home	Laurentia	Laurentia GB	32	15,36	✓										
2018-11-14	Home	SB	Ped	32	15,46	✓										
GRAND TOTAL				\$	316,13	659	\$	316,13	\$	-	\$	-	\$	-	\$	-

ENTERED NOV 20 2018

BUDGET CODES			RECEIVED BY	REQUESTED BY
TRAVEL	REC 316,13	203-1-51110-302		
MEALS	F 15,46	203-1-51110-302		
OTHER	\$ -	203-1-51110-302		
PIC - TRAVEL	\$ -	203-1-55500-302		
PIC - CONFERENCE	\$ -	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	\$ 316,13			

- Kilometers are calculated at 32.49/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.

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



UNE
EDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

Revised 08/03/01

Account filed 367 47

OK.
KL

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

NAME		Melissa Wall		JOB TITLE	Commissioner		MONTH	November 15th 2018 to February 20 2019							
EMPLOYEE NO.				GENERAL EXPENSES			PROFESSIONAL IMPROVEMENT								
DATE (Yr-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
2018-11-21	Home	SB	Corporate	32	15.46	✓									
2018-11-28	Home	SB	Executive-Council	32	15.46	✓									
2018-11-30	Home	Vaudreuil		122	58.75	✓									
2018-12-05	Home	SB	Corporate	32	15.46	✓					2	165.41	✓	bill sent to swis	
2018-12-12	Home	SB	Executive-Council	32	15.46	✓									
2019-01-09	Home	SB	Ped.	32	15.46	✓									
2019-01-18	Home	SB	Corporate	32	15.46	✓									
2019-01-19	Home	LRHS	TEAM BUILDING	82	26.88	✓	39.36								
2019-01-21	Home	LavalSenior	Town Hall	56	25.45	✓	20.88								
2019-01-23	Home	SB	Executive-Council	32	15.46	✓									
2019-02-07	Home	SB	Prep for corp and PC	32	15.46	✓									
2019-02-18	Home	SB	Corporate	32	15.46	✓									
2019-02-20	Home	SB	Ped.	32	15.46	✓									
GRAND TOTAL					367.47		202.06					165.41			

ENTERED FEB 27 2019

BUDGET CODES		
TRAVEL	\$ 277.31	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	\$ 165.41	203-1-55500-302
PIC-MEALS	\$ -	203-1-55500-302
PIC-OTHER	\$ -	203-1-55500-302
*ADVANCE		000-1-01503-000
TOTAL	\$ 442.72	

- Kilometers are calculated at \$0.43/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.

REQUESTED BY:



202.06
442.72