

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



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EN ANGLAIS,
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BILINGUE

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EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati SCHOOL: [REDACTED] PERIOD: 02-04 to 02-28
 EMP# : [REDACTED] PHONE #: [REDACTED] JOB TITLE: Chair YEAR: 2020

DATE (Mh/Dy/Yr) (AAJ00000)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL @ \$0.48/KM		CAR POOLING TRAVEL @ \$0.53/KM		MEALS COST	LODGING # DAYS COST	OTHER COST
	FROM	TO		KM	AMOUNT	KM	AMOUNT	KM	COST			
02-06-20	Home	Board	Selection Committee-MR Coordinator			34	\$ 16.32		\$ -			
02-06-20	Home	Mountain View Elementary	Read for Fun			56	\$ 26.88		\$ -			
02-07-20	Home	LSA	[REDACTED]			25	\$ 11.81		\$ -			
02-11-20	Home	Board	Special Council Meeting			34	\$ 16.32		\$ -			
02-12-20	Home	Board	Selection Committee-MR Coordinator			34	\$ 16.32		\$ -			
02-12-20	Home	CDC Vimont	PED Meeting			20	\$ 9.41		\$ -			
02-13-20	Home	JHS	Joliette High Community Breakfast			124	\$ 59.33		\$ -			
02-17-20	Board	College Montmorency	Hooked on School Days Press Conference			17	\$ 8.16		\$ -			
02-18-20	Home	QESBA Office	QESBA EXEC Meeting			69	\$ 33.31		\$ -			
02-18-20	Home	Board	SEAC			34	\$ 16.32		\$ -			
02-19-20	Home	QESBA Office	QESBA Board Meeting			69	\$ 33.31		\$ -			
02-10-20	Home	Board	PC Special Meeting			34	\$ 16.32		\$ -			
02-21-20	Home	Board	Foundation Meeting			34	\$ 16.32		\$ -			
02-25-20	Home	Board	Selection Committee-Sec Gen			34	\$ 16.32		\$ -			
02-25-20	Home	Board	Special Caucus Meeting			34	\$ 16.32		\$ -			
02-27-20	Home	Board	Office Work			34	\$ 16.32		\$ -			
02-28-20	Home	Ste-Adele Elementary	Anti Bullying Presentation			69	\$ 66.62		\$ -			
							\$ -		\$ -			
							\$ -		\$ -			
							\$ -		\$ -			
							\$ -		\$ -			
GRAND TOTAL:				\$ 379.39	395.71	\$ -	624	\$ 379.39	\$ -			

BUDGET CODES		PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$ -	200-1-21120- 308
TRAVEL (SCH GL)	\$ 379.39	203-1-51110 302
LODGING/MEALS	\$ -	302
CAR POOLING TRAVEL (SCH GL)	\$ -	302
OTHER		302
OTHER		592
OTHER		
OTHER		
TOTAL	\$ 379.39	

--- 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]

APPROVED BY: [REDACTED]

NAME (Please print): GAËLLE ASSOLIN NE

(Immediate Superior)