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	Vicky Kaliotzakis	JOB TITLE	Commissioner	MONTH	2019-11-10 to 2020-03-19
EMPLOYEE NO.	[redacted]			YEAR	2019

DATE (Yr-Mth-Day) 2011-01-01	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	GENERAL EXPENSES					PROFESSIONAL IMPROVEMENT						
				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
~~2019-11-10~~	~~Home~~	~~Laval City Hall~~	~~Remeberance Day~~	~~4~~	~~3.00~~	✓										
~~2019-11-18~~	~~Home~~	~~Molson~~	~~SWLSB Alouette~~ 36	~~43~~	~~20.45~~	17,28										
		[redacted]														
~~2019-11-19~~	~~Home~~	~~Crestview~~	~~Governing Board~~	~~4~~	~~3.00~~	✓										
~~2019-11-28~~	~~Home~~	~~Head Office~~	~~Steering Committee~~	~~37~~	~~17.88~~	✓										
~~2019-12-16~~	~~Home~~	~~Head Office~~	~~PQI Meeting~~	~~37~~	17,88	✓	OK									
2019-12-20	Home	LJA	Community Breakfast	6	3.05	✓	OK									
2019-12-20	Home	RHS	Community Breakfast	37	17.91	✓										
2020-01-23	Home	[redacted]	Laurier Gala	4	3.00	✓										
2020-01-24	Home	LJA	Souvenir Comedy Show	6	3.05	✓										
2020-01-31	Home	LSA	LSA Pasta Night	4	3.00	✓										
2020-02-20	Home	LSA	Wurd Up	4	3.00	✓										
2020-02-25	Home	Head Office	Mediation	37	17.88	✓										
2020-03-19	Home	Head Office	Selection Committee	37	17.88	✓										
GRAND TOTAL			$ 86,65 ~~30.96~~	262	$ 86,65		$ -	$ -		$ -	$ -		$ -		$ -	$ -

BUDGET CODES

TRAVEL	$ 86,65	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	$ 86,65 -	

IMPORTANT

- Kilometers are calculated at $0.48/km.
- Attach ORIGINAL receipts to this form.
- This form must be signed by claimant and duly approved.
- Expense claims must be submitted by 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the followingpay.
- Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

[redacted]

NAME OF CLAIMANT (Please Print)

APPROVED BY:

Pleas

[redacted]

NAME (Please Print)

Immediate Supervisor