



Amount paid 231.84

SEP 10 2021

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Adam Gordon SCHOOL: Lake of Two Mountains PERIOD: May - Aug 2021
 EMPL #: PHONE #: [REDACTED] JOB TITLE: Vice Chair of Council YEAR:

DATE (Mth/Dy/Yr) (AA/00/00)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL @ \$0.48/KM		CAR POOLING TRAVEL @ \$0.53/KM		LODGING # DAYS	OTHER COST
	FROM	TO		KM	AMOUNT	KM	AMOUNT	KM	COST		
05/20/21	Home	AES	Celebration of Life			202	\$ 96.96				
06/16/21	Home	Terry Fox	Graduation			62	\$ 29.76				
06/22/21	Home	RES	Graduation			80	\$ 38.40				
06/22/21	RES	Jules Verne	Graduation			65	\$ 31.20				
06/22/21	Jules Verne	Home	Graduation			30	\$ 14.40				
08/20/21	Home	Head Office	Special executive Meeting			44	\$ 21.12				
			REÇU - RECEIVED FINANCE AUG 30 2021 C.S. SIR-WILFRID-LAURIER SIR WILFRID LAURIER S.B.				\$ -		\$ -		
GRAND TOTAL:				\$	231.84	\$	- 483	\$	231.84	\$	-

ENTERED SEP 01 2021

BUDGET CODES				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$			
TRAVEL (SCH GL)	\$	231.84	200-1-21120- 308	
LODGING/MEALS	\$	-	203-51110 302	
CAR POOLING TRAVEL (SCH GL)	\$	-	203-51110 302	
OTHER				592
OTHER				
OTHER				
TOTAL	\$	231.84		

- ***** 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 Tuesday 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:

