REVISED - 2015/03/25

Amount paid 39.84 SENT By EMAIL ON JUNE 29, 2021

AUG 05 2021

Initials

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

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

UNE EDUCATION EN ANGLAIS, UN AVENIR BILINGUE

ENTERED JUL 14 2021

# EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Donna Anber [redacted] SCHOOL:

EMPL.#: [redacted] PHONE #: [redacted] JOB TITLE: Commissioner

PERIOD: june

YEAR: 2021

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 06/18/2021 | [redacted] | 647 Ch du Village Morin Heights | MHES graduation ceremony both ways | | | 33 | $ 15.84 | | $ - | | | | | |
| 06/25/2021 | | 26 rue Napoleon, Ste Agathe | SAA graduation ceremony-both ways | | | 50 | $ 24.00 | | | | | | | |
| | | | | | | | $ - | | | | | | | |
| | | | | | | | $ - | | | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| | | | | | | | $ - | | $ - | | | | | |
| GRAND TOTAL: | | | $ 39.84 | | $ - | 83 | $ 39.84 | | $ - | X | $ - | X | $ - | $ - |

REÇU - RECEIVED
FINANCE
JUN 30 2021
C.S. SIR-WILFRID-LAURIER
SIR WILFRID LAURIER S.B.

## BUDGET CODES

| | | | | PROJECT CODE |
|---|---|---|---|---|
| TRAVEL CENTRAL (PRINCIPALS ONLY) | $ - | 200-1-21120- | 308 | |
| TRAVEL (SCH G/L) | $ 39.84 | 203-51110 | 302 | |
| LODGING/MEALS | $ - | 203-51110 | 302 | |
| CAR POOLING TRAVEL (SCH G/L) | $ - | 203-51110 | 302 | |
| OTHER | | | 592 | |
| OTHER | | | | |
| OTHER | | | | |
| TOTAL | $ 39.84 | | | |

***** 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 Tuesday 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]

NAME (Please print):

(Immediate Superior)