

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE

COMMISSION SCOLAIRE SIR WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

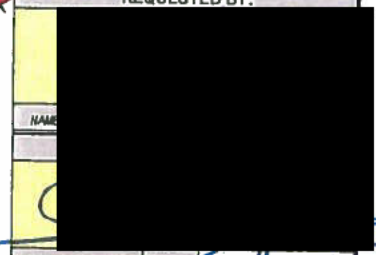
UNE
EDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati		SCHOOL:		PERIOD: 08-24 to 11-26								
EMPL #:		PHONE #:		JOB TITLE: Chair								
YEAR: 2021												
DATE (MM/DD/YY) (AAJ000000)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL @ \$0.48/KM	CAR POOLING TRAVEL @ \$0.53/KM	MEALS		LODGING		OTHER
	FROM	TO		KM	AMOUNT			KM	AMOUNT	COST	COST	
09-01-21	Home	JFK	1st day students - Visit			11	\$ 5.38	\$ -				
09-01-21	JFK	LJA	1st day students - Visit			2	\$ 3.00	\$ -				
09-01-21	LJA	Home	1st day students - Visit			13	\$ 6.10	\$ -				
09-02-21	Home	LSA	2nd day students - Visit			12	\$ 5.71	\$ -				
09-02-21	LSA	Franklin Hill	2nd day students - Visit			45	\$ 21.41	\$ -				
09-02-21	Franklin Hill	Home	2nd day students - Visit			35	\$ 16.56	\$ -				
09-07-21	Home	LTM	Visit of LTM & Mountainview X2			67	\$ 32.35	\$ -				
09-08-21	Home	École Jean-Lemondé	École Jean-Lemondé, Rentrée Scolaire			21	\$ 9.94	\$ -				
09-08-21	École Jean-Lemondé	Pinewood	Visit with DG			33	\$ 15.70	\$ -				
09-08-21	Pinewood	McCaig	Visit with DG			17	\$ 8.35	\$ -				
09-08-21	RHS	Home	Visit with DG			18	\$ 8.50	\$ -				
09-24-21	Home	LSA	LSA - Homecoming Football Game X2			24	\$ 11.42	\$ -				
09-25-21	Home	Lachute	LRHS Golf Tournament X2			135	\$ 64.70	\$ -				
09-25-21	Home	RHS	Graduation Ceremony X2			35	\$ 16.61	\$ -				
10-01-21	Home	Genesis	Genesis Welcome Back X2			7	\$ 3.26	\$ -				
10-03-21	Home	Palace Convention Centre	LSA Graduation Ceremonies X2			13	\$ 9.22	\$ -				
10-06-21	Home	Board	Special Council Meeting			34	\$ 16.32	\$ -				
10-16-21	Home	Joliette	JHS Graduation Ceremony X2			124	\$ 59.33	\$ -				
10-01-21			Genesis Welcome Back Entrance Fee				\$ -	\$ -				10.00
10-01-21			LSA Graduation Ceremonies				\$ -	\$ -			32.26	
10-01-21			Special Council Meeting				\$ -	\$ -			25.81	
10-01-21			Council & Exec Meeting				\$ -	\$ -			25.52	
GRAND TOTAL:							\$ 313.85	\$ -			\$ 83.59	\$ 10.00
BUDGET CODES												
TRAVEL CENTRAL (PRINCIPALS ONLY)												
TRAVEL (SCH GL)				\$	313.85	200-1-21120-	308					
LODGING/MEALS				\$	83.59	203-1-51110	302					
CAR POOLING TRAVEL (SCH GL)				\$	-	"	302					
OTHER Parking				\$	10.00	"	302					
OTHER							592					
TOTAL				\$	407.44							

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 description's 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 Marion Monette.
- Please complete this form electronically. This form is available on the Portal.

REQUESTED BY: 

NAME (Please print): Paolo Galati

(Immediate Superior) 