REVISED - 2015/03/25

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

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

UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME:	*Paolo Galati*	SCHOOL:		PERIOD:	*08-24 to 11-26*
EMPL.#:	PHONE #: [redacted]	JOB TITLE:	*Chair*	YEAR:	*2021*

#	DATE (MM/Dy/Yr) (AA/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING COST	MEALS COST	LODGING # DAYS	LODGING COST	OTHER COST
1	09-01-21	Home	JFK	Ist day students - Visit			11	$ 5.38		$ -				
2	09-01-21	JFK	LJA	Ist day students - Visit			2	$ 3.00		$ -				
3	09-01-21	LJA	Home	Ist day students - Visit			13	$ 6.10		$ -				
4	09-02-21	Home	LSA	2nd day students - Visit			12	$ 5.71		$ -				
5	09-02-21	LSA	Franklin Hill	2nd day students - Visit			45	$ 21.41		$ -				
6	09-02-21	Franklin Hill	Home	2nd day students - Visit			35	$ 16.56		$ -				
7	09-07-21	Home	LTM	Visit of LTM & Mountainview X2			67	$ 32.35		$ -				
8	09-08-21	Home	École Jean-Lemonde	[redacted] Rentrée Scolaire			21	$ 9.94		$ -				
9	09-08-21	École Jean-Lemonde	Pinewood	Visit with DG			33	$ 15.70		$ -				
10	09-08-21	Pinewood	McCaig	Visit with DG			17	$ 8.35		$ -				
11	09-08-21	RHS	Home	Visit with DG			18	$ 8.50		$ -				
12	09-24-21	Home	LSA	LSA - Homecoming Football Game X2			24	$ 11.42		$ -				
13	09-25-21	Home	Lachute	LRHS Golf Tournament X2			135	$ 64.70		$ -				
14	09-25-21	Home	RHS	Graduation Ceremony X2			35	$ 16.61		$ -				
15	10-01-21	Home	Genesis	Genesis Welcome Back [redacted] X2			7	$ 3.26		$ -				
16	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		$ -				
17	10-16-21	Home	Joliette	JHS Graduation Ceremony X2			124	$ 59.33		$ -				
	10-01-21			Genesis Welcome Back [redacted] Entrance Fee				$ -		$ -				10.00
	10-01-21			LSA Graduation Ceremonies				$ -	2	$ -	32.26			
	10-01-21			Special Council Meeting				$ -	1	$ -	25.81			
	10-01-21			Council & Exec Meeting				$ -	1	$ -	25,52			
	GRAND TOTAL:			$ 407,44 ~~356.11~~		$ -	650	$ 313.85		$ -	$ 83,59		$ -	$ 10.00

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ 313.85	203-1-51110	302	
LODGING/MEALS	$ 83,59	"	302	
CAR POOLING TRAVEL (SCH G/L)	$ -		302	
OTHER Parking	$ 10,00	"	302	
OTHER			592	
OTHER				
OTHER				
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 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]

NAME (Please print): Gaëlle [illegible]

(Immediate Superior)