

Amount paid 310.75

REÇU - RECEIVED
FINANCE

SEP 30 2021

SEP 16 2 21

Initials [Signature]

C.S SIR-WILFRID LAURIER
SIR WILFRID LAURIER

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



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

ENTERED Sep 21 2021

UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati		SCHOOL:		PERIOD: 06-11 to 00823										
EMPL#:		PHONE #:		JOB TITLE: Chair										
DATE (MM/DD/YY)	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	KM	COST	COST	#DAYS	COST	COST	
06-11-21	Home	Grenville Elementary	Graduation			184	\$ 88.42	✓	\$					
06-16-21	Home	Tony Fox Elementary	Graduation			23	\$ 10.85	✓	\$					
06-17-21	Home	Genesis Elementary	Graduation			7	\$ 3.26	✓	\$					
06-22-21	Home	Jules Verne Elementary	Graduation			9	\$ 4.32	✓	\$					
06-22-21	Home	Ste-Agathe Academy	Graduation			184	\$ 88.22	✓	\$					
06-29-21	Home	Ste-Adele Elementary	Ceremony in memory of [redacted]			139	\$ 66.72	✓	\$					
07-09-21	Home	Board	Special Exec			34	\$ 16.32	✓	\$					
08-18-21	Home	Board	Special Council			34	\$ 16.32	✓	\$					
08-22-21	Home	Board	Special Exec			34	\$ 16.32	✓	\$					
GRAND TOTAL:				\$	310.75	\$	647	\$	310.75	\$		\$		\$

BUDGET CODES		PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$	200-1-21120- 308
TRAVEL (SCH GL)	\$ 310.75	203-1-51110 302
LODGING/MEALS	\$	302
CAR POOLING TRAVEL (SCH GL)	\$	302
OTHER	\$	302
OTHER	\$	592
OTHER	\$	
OTHER	\$	
TOTAL:	\$ 310.75	

- *** IMPORTANT ***
- 1 Kilometers are calculated at \$0.48/km.
 - 2 Car pooling kilometers are calculated at \$0.53/km.
 - 3 You must provide names of passengers in the descriptions line
 - 4 Attach ORIGINAL receipts to this form.
 - 5 This form must be signed by claimant and approved by your immediate supervisor
 - 6 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.
 - 7 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.
 - 8 Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

[Signature]

NAME (Please print): Paolo Galati

APPROVED BY:

[Signature]

NAME (Please print): MENE HISSONE

(Immediate Superior)