

Amount paid 210<sup>58</sup>

JUN 24 2021

Initials

NAME  
EDUCATION  
EN ANGLAIS  
UN AVENIR  
BILINGUE

AN ENGLISH  
EDUCATION,  
A BILINGUAL  
FUTURE



COMMISSION SCOLAIRE SIR WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati SCHOOL: \_\_\_\_\_ PERIOD: 03-05 to 06-01  
 EMPLOYEE ID: \_\_\_\_\_ PHONE #: \_\_\_\_\_ JOB TITLE: Chair YEAR: 2021

DATE (MM/DD/YY) (AA/BB/CC)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL @ \$0.48/KM		CAR POOLING TRAVEL @ \$0.53/KM		MEALS COST	LODGING # DAYS	OTHER COST	
	FROM	TO		KM	AMOUNT	KM	AMOUNT	KM	COST				
03-05-21	Home	Centre de formation des Moulins	Centre de formation des Moulins	✓	44	\$	20.93						
03-11-21	Home	Board	Signing of Minutes and Docs-Letters	✓	34	\$	16.32						
03-22-21	Home	Souvenir Elementary	Busing Situation with DG	✓	36	\$	17.09						
04-08-21	Home	Board	Office Work - Signing of Minutes and Docs	✓	34	\$	16.32						
04-23-21	Home	Guy Ouellette Office	Special Exercise Boxes for Elementary Schools	✓	26	\$	12.48						
04-30-21	Home	Board	Office Work - Signing of Minutes and Docs	✓	34	\$	16.32						
05-27-21	Home	Board	Meeting with DG	✓	34	\$	16.32						
04-01-21			Screen Filter			\$						✓ 79.95	
05-26-21			Laurier Gala / Hope Fest			\$						14,85	
GRAND TOTAL:						\$	210 <sup>58</sup>			\$		\$	94 <sup>89</sup>

ENTERED JUN 15 2021

BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)	\$	PROJECT CODE	PROJECT CODE
TRAVEL (SCH GL)	115.78	200-1-21120-308	302
LODGING/MEALS		203-1-51110-302	302
CAR POOLING TRAVEL (SCH GL)			302
OTHER	79.95		428
OTHER	14,85	200-1-51110	811
OTHER			
OTHER			
TOTAL	210 <sup>58</sup>		

- \*\*\* IMPORTANT \*\*\*
- 0 Kilometers are calculated at \$0.48/km.
  - 0 Car pooling kilometers are calculated at \$0.53/km.
  - 0 You must provide names of passengers in the descriptions line
  - 0 Attach ORIGINAL receipts to this form.
  - 0 This form must be signed by claimant and approved by your immediate supervisor.
  - 0 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.
  - 0 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.
  - 0 Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

NAME (Please print): Paolo Galati

APPROVED BY: \_\_\_\_\_

NAME (Please print): \_\_\_\_\_

(Immediate Superior)