

REÇU - RECEIVED

Amount paid 129.70

FEB 25 2021

MAR 18 2021

FINANCE

Initials [Signature]

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



UNE
EDUCATION
EN ANGLAIS,
UN BILINGUE

ENTREPRENEUR 26 2021

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati		SCHOOL: [REDACTED]		PERIOD: 11-23 to 02-23								
EMPL #:	PHONE #:	JOB TITLE: Chair		YEAR: 2020-2021								
DATE (Mm/Dy/Yr) (AA/00/00)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL @ \$0.48/KM		CAR POOLING @ \$0.53/KM		MEALS #DAYS	LODGING COST	OTHER COST
	FROM	TO		KM	AMOUNT	KM	AMOUNT	KM	COST			
11-23-20	Home	Board	Signing of Minutes and Docs			34	\$ 16.32					
12-15-20	Home	Terry Fox Elementary	Donation from Liberal Party of QC			23	\$ 10.85					
01-28-21	Home	Board	Office Work			34	\$ 16.32					
01-29-21	Home	St-Elzear, Laval	Parent meeting from LSA			26	\$ 12.38					
02-02-21	Home	HillCrest Academy	Meeting with Principal			29	\$ 13.92					
02-05-21	Home	HillCrest Academy	CTV Interview			29	\$ 13.92					
02-09-21	Home	HillCrest Academy	Gazette Interview			29	\$ 13.92					
02-12-21	Home	[REDACTED]	Donation			26	\$ 12.48					
02-12-21	Home	Genisis Elementary	Pizza Donation from Vincent Pizza to Graduation Class			7	\$ 3.26					
02-19-21	Home	Board	Signing of Minutes and Docs			34	\$ 16.32					
GRAND TOTAL:				\$	129.70	\$	270	\$ 129.70	\$ -	\$ -	\$ -	\$ -
BUDGET CODES				PROJECT CODE		IMPORTANT						
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$		200-1-21120-	308	<p>1 Kilometers are calculated at \$0.48/km.</p> <p>2 Car pooling kilometers are calculated at \$0.53/km. You must provide names of passengers in the descriptions line.</p> <p>3 Attach ORIGINAL receipts to this form.</p> <p>4 This form must be signed by claimant and approved by your immediate supervisor.</p> <p>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.</p> <p>6 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.</p> <p>7 Please complete this form electronically. This form is available on the Portal.</p>							
TRAVEL (SCH GL)	\$	129.70	203-1-51110	302								
LODGING/MEALS	\$			302								
CAR POOLING TRAVEL (SCH GL)	\$			302								
OTHER				302								
OTHER				592								
OTHER												
TOTAL	\$	129.70										
REQUESTED BY:					<p>NAME (Please print): <u>Paolo Galati</u></p> <p>APPROVED BY: <u>[Signature]</u></p> <p>PLEASE SIGN HERE</p> <p>NAME (Please print):</p> <p>(Immediate Superior)</p>							