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:	*James Di Sano*	**SCHOOL:**	*Ward 7*	**PERIOD:**	*January to March*
EMPL.#:	PHONE #: [redacted]	**JOB TITLE:**	*Commissioner*	**YEAR:**	*2022*

DATE (Mth/Dy/Yr) (AA/00/00)	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
02/02/22	Home	Board	Meeting with IT			20	$ 9.70		$ -				
03/09/22	Home	LSA	LSA - Anti Bullying Conference			20	$ 9.50		$ -				
03/27/22	Home	Board	Council Caucus			20	$ 9.70		$ -				
							$ -		$ -				
			[redacted]				$ -		$ -				
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							$ -		$ -				
GRAND TOTAL:			$ 28.90		$ -	60	$ 28.90		$ -	$ -		$ -	$ -

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ 28.90	203-1-51110	302	
LODGING/MEALS	$ -		302	
CAR POOLING TRAVEL (SCH G/L)	$ -		302	
OTHER			302	
OTHER			592	
OTHER				

***** IMPORTANT *****

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

REQUESTED BY:

[redacted]

NAME (Please print): *James Di Sano*

APPROVED BY

[redacted]

OTHER					
TOTAL	$ 28.90				

NAME (Please print):		Paolo Galati
(Immediate Superior)		