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:	Melissa Wall	SCHOOL:		PERIOD:	March
EMPL.# :	PHONE #: [redacted]	JOB TITLE:	Commissionner	YEAR :	2022

DATE (Mth/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 TRAVEL COST	MEALS #	MEALS COST	LODGING # DAYS	LODGING COST	OTHER COST
March 10th 2022	Home	LSA	Anti-bullying presentation			14	$ 6,86		$ -					
March 27th 2022	Home	Head office	Caucus delegation power			15	$ 7,20							
April 3 2022	Home	Head office	Caucus delegation power			15	$ 7,20							
							$ -							
							$ -		$ -					
			[redacted]				$ -		$ -					
							$ -		$ -					
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							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -							
							$ -		$ -					
GRAND TOTAL:			$ 21,26		$ -	44	$ 21,26		$ -		$ -		$ -	$ -

BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	PROJECT CODE
TRAVEL (SCH G/L)	$ 21,26	203-51110	302	
LODGING/MEALS	$ -	203-51110	302	
CAR POOLING TRAVEL (SCH G/L)	$ -	203-51110	302	
OTHER			592	
OTHER				
OTHER				
TOTAL	$ 21,26			

******* 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 Tuesday 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.

[redacted]

NAME (Please print):

(Immediate Superior)