

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati	SCHOOL:	PERIOD: 01-21 to 03-31												
EMPL. #:	PHONE #:	JOB TITLE: Chair YEAR: 2022												
DATE (MM/DD/YY) (AA/BB/CC)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL @ \$0.49/KM		CAR POOLING TRAVEL @ \$0.53/KM		MEALS	LODGING		OTHER	
	FROM	TO		RM	AMOUNT	RM	AMOUNT	RM	COST	COST	# DAYS	COST	COST	
01-21-22	Home	Board	Office Work			34	\$ 16.32		\$ -					
02-10-22	Home	Board	Signing Docs - Office Work			34	\$ 16.32		\$ -					
02-13-22	Home	Magnus Poirier	Visitation			7	\$ 3.36		\$ -					
02-23-22	Home	LES	Pink Shirt Day			136	\$ 65.18		\$ -					
02-23-22		LES -	Meal				\$ -		\$ -		7.46			
03-09-22	Home	LSA	Anti-Bullying Conference			25	\$ 12.00		\$ -					
03-10-22	Home	LSA	Anti-Bullying Conference			25	\$ 12.00		\$ -					
03-11-22	Home	LES	Meet with School Climate Team			136	\$ 65.18		\$ -					
03-11-22		LES -	Coffee for Staff				\$ -		\$ -		67.22			
03-11-22		LES -	Coffee				\$ -		\$ -		2.12			
03-14-22	Home	Board	Selection Committee			34	\$ 16.32		\$ -					
03-24-22	Home	Board	Office Work			34	\$ 16.32		\$ -					
03-27-22	Home	Board	Caucus Meeting			34	\$ 16.32		\$ -					
03-27-22			Caucus - Coffee and Muffins				\$ -		\$ -		45.68			
03-27-22			Caucus - Lunch				\$ -		\$ -		264.44			
03-30-22			Council - Meal				\$ -		\$ -		30.64			
							\$ -		\$ -					
							\$ -		\$ -					
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							\$ -		\$ -					
							\$ -		\$ -					
GRAND TOTAL:				\$	658.89	\$	-	499	\$ 239.33	\$	-	\$417.56	\$ -	\$ -
BUDGET CODES				PROJECT CODE				REQUESTED BY:						
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$	-	200-1-21120-	308		<p>*** IMPORTANT ***</p> <ul style="list-style-type: none"> • Kilometers are calculated at \$0.49/km. • Car pooling kilometers are calculated at \$0.53/km. • You must provide names of passengers in the descriptions line. • Attach ORIGINAL receipts to this form. • This form must be signed by claimant and approved by your immediate supervisor. • 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. • 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 Maron Morotte. • Please complete this form electronically. This form is available on the Portal. 								
TRAVEL (SCH GL)	\$	239.33	203-1-51110	302										
LODGING/MEALS	\$	417.56		302										
CAR POOLING TRAVEL (SCH GL)	\$	-		302										
OTHER				302										
OTHER				592										
OTHER														
OTHER														
TOTAL	\$	658.89												
				NAME (Please print):										
				(Immediate Superior)										