

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME:		Donna Anber				SCHOOL:						PERIOD:					
EMPL.#:				PHONE #:				JOB TITLE:		Commissioner				YEAR :		2021-2022	
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			
03/09/2022	635 rue de la Vallée du Golf, Ste Adele	3200 boul du Souvenir, Laval	Alain Pelletier, speaker on anti-bullying LSA			124	\$ 59.42		\$ -								
03/11/2022	635 rue de la Vallée du Golf, Ste Adele	26 rue Napoleon, Ste Agathe	Meeting with CBC Community bureau SAA			48	\$ 23.23										
04-21-2022	635 rue de la Vallée du Golf, Ste Adele	2323 boul Daniel Johnson, Laval	Visit LJA Condo			124	\$ 59.52										
04-29-2022	635 rue de la Vallée du Golf, Ste Adele	26 rue Napoleon, Ste Agathe	Visit SAA			48	\$ 23.23										
05-12-2022	635 rue de la Vallée du Golf, Ste Adele	27 rue Bellevue Morin Heights	LESAN regional exchange			32	\$ 15.36		\$ -								
05-14-2022	635 rue de la Vallée du Golf, Ste Adele	1055 boul. Cote Vertu, Ville St-Laurent	Demonstration Bill 96 Dawson College			138	\$ 66.34		\$ -								
05-17-2022	635 rue de la Vallée du Golf, Ste Adele	3999 Lakeshore Dr, Rawdon	Meeting with Bill Skeet impact Bill 96			103	\$ 49.44		\$ -								
05-18-2022	635 rue de la Vallée du Golf, Ste Adele	184, rue Principale Grenville	World Vision event Ukraine GES			178	\$ 85.25		\$ -								
05-18-2022	635 rue de la Vallée du Golf, Ste Adele	60 rue Lahaie, Laval	Open house CDC Pont Viau			133	\$ 64.03		\$ -								
							\$ -		\$ -								
							\$ -		\$ -								
							\$ -		\$ -								
							\$ -		\$ -								
							\$ -		\$ -								
							\$ -		\$ -								
							\$ -		\$ -								
							\$ -		\$ -								
GRAND TOTAL:			\$	445.82		\$	-	929	\$	445.82		\$	-		\$	-	
BUDGET CODES				PROJECT CODE	***** IMPORTANT ***** 1 Kilometers are calculated at \$0.48/km. 2 Car pooling kilometers are calculated at \$0.53/km. 3 You must provide names of passengers in the descriptions line. 4 Attach ORIGINAL receipts to this form. 5 This form must be signed by claimant and approved by your immediate supervisor. 6 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. 7 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. 8 Please complete this form electronically. This form is available on the Portal.												
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$	-	200-1-21120-														308
TRAVEL (SCH G/L)	\$	445.82	203-51110	302													
LODGING/MEALS	\$	-	203-51110	302													
CAR POOLING TRAVEL (SCH G/L)	\$	-	203-51110	302													
OTHER				592													
OTHER																	
OTHER																	
TOTAL	\$	445.82															
					REQUESTED BY: [Signature] NAME (Please print): Donna Anber [Signature] NAME (Please print): (Immediate Superior)												