REVISED - 2015/03/25

REÇU - RECEIVED
FINANCE
JUL 7 - 2022
C.S. SIR-WILFRID-LAURIER
SIR WILFRID LAURIER S.B.

COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
REÇU
RECEIVED
2022/07/04
ROSEMÈRE, QC

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:	Donna Amber	SCHOOL:		PERIOD:
EMPL.# :	14506	PHONE #:	450-569-2363	JOB TITLE: Commissioner	YEAR :

DATE (Mth/Dy/Yr) (AA/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL Principal & Management Advisory Meetings AMOUNT	REGULAR TRAVEL @ $0.55/KM KM	REGULAR TRAVEL @ $0.55/KM AMOUNT	CAR POOLING TRAVEL @ $0.65KM KM	CAR POOLING TRAVEL @ $0.65KM COST	MEALS #	MEALS COST
06/09/22	635 rue de la Vallée du Golf, Ste-Adèle	3500 boul. Souvenir, Laval	Lobster Gala		124	~~123~~ 124	$ ~~67.65~~ 68.20	✓			
06/10/22	635 rue de la Vallée du Golf, Ste-Adèle	MHES 647 rue du Village Morin Heighs	MHES Graduation			33	$ 18.15	✓			
06/17/22	635 rue de la Vallée du Golf, Ste-Adèle	Arundel Nature Centre 90 Crystal Fall Rd Arundel	AES Graduation			128	$ 70.40	✓	$ -		
06/20/22	635 rue de la Vallée du Golf, Ste-Adèle	SAA 26 rue Napoléon, Ste-Agathe	SAA High School Graduation			48	$ 26.40	✓	$ -		
06/21/22	635 rue de la Vallée du Golf, Ste-Adèle	SAA 26 rue Napoléon, Ste-Agathe	SAA Grade 6 Graduation			48	$ 26.40	✓	$ -		
06/23/22	635 rue de la Vallée du Golf, Ste-Adèle	LJA 2323 Boul.Daniel-Johnson, Laval	CDC Vimont/Lachute Graduation			124	$ 68.20	✓	$ -		
06/29/22	635 rue de la Vallée du Golf, Ste-Adèle	500 boul. St-Martin Laval	Commissioners/Directors Team building event			126	$ 69.30	✓	$ -		
							$ -		$ -		
							$ -				
							$ -		$ -		
							$ -		$ -		
							$ -		$ -		
							$ -				
			347.05				$ 347.05		$ -		
GRAND TOTAL:			$ ~~347.60~~		$ -	633	$ ~~347.60~~		$ -		$ -

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ ~~347.60~~ 347.05	203-51110	302	
LODGING/MEALS	$ -	203-51110	302	
CAR POOLING TRAVEL (SCH G/L)	$ -	203-51110	302	
OTHER			592	
OTHER				
OTHER				
TOTAL	$ ~~347.60~~			
	347.05			

***** 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.

NAME (Please print):

NAME (Please print):