

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: **April**
 EMPL.#: _____ PHONE #: **514-290-2015** 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		
04/03/22	Home	Board	Council Caucus			32	\$ 15.36		\$ -						
							\$ -		\$ -						
04/20/22			Adopt a tree @ LJA - Fundraiser				\$ -		\$ -						25.00
							\$ -		\$ -						
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GRAND TOTAL:			\$	40.36	\$	-	32	\$	15.36	\$	-			\$	25.00

BUDGET CODES				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$			
TRAVEL (SCH G/L)	\$	15.36	203-1-51110	302
LODGING/MEALS	\$	-		302
CAR POOLING TRAVEL (SCH G/L)	\$	-		302
OTHER	\$	25.00		302
OTHER				592
OTHER				
OTHER				
TOTAL	\$	40.36		

******* 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:

 NAME (Please print): **James Di Sano**

APPROVED BY:

 NAME (Please print): **Pablo Galati**
 (Immediate Superior)