



EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: **James Di Sano** SCHOOL: **Ward 7** PERIOD: **May to June 2022**
 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		
05/05/22	Home	LSA	Principal/VP Week - Appreciation Week		19	22	\$ 12.10		\$ -						
05/05/22			Principal/VP Week - Appreciation - Coffee				\$ 9.12		\$ -						22.40
05/05/22			Principal/VP Week - Appreciation - Desserts				\$ -		\$ -						39.00
05/06/22	Home	LJA	Principal/VP Week - Appreciation Week			19	\$ 10.23		\$ -						
05/06/22			Principal/VP Week - Appreciation - Coffee				\$ 9.12		\$ -						22.40
05/06/22			Principal/VP Week - Appreciation - Desserts				\$ -		\$ -						45.00
05/18/22	Home	CDC Pont-Viau	Open House / Special Council Meeting		18	16	\$ 8.91		\$ -						
05/26/22	Home	Chateau Royal	Laurier Gala/Star Fest		20	26	\$ 14.30		\$ -						
06/06/22	Home	Board	SWL Foundation (Drop off)			20	\$ 11.00		\$ -						
06/09/22	Home	Chateau Royal	SWL Lobster Gala		20	26	\$ 14.30		\$ -						
06/08/22	Home	LJA	School visit			19	\$ 10.23		\$ -						
06/10/22	Home	Board	Meeting with IT			20	\$ 11.00		\$ -						
06/10/22	Home	Rosemere High	Jules Verne Musical			20	\$ 11.00		\$ -						15.00
06/12/22	Home	Board	SWLSB By-Election			20	\$ 11.00		\$ -						
06/21/22	Home	St-Martin Suites	Genesis Graduation			14	\$ 7.59		\$ -						
06/22/22	Home	Club de Golf Metropolitain	Jules Verne Graduation		22	23	\$ 12.85		\$ -						
06/22/22	Club de Golf Metropolitain	Board	Council Meetin			29	\$ 15.95		\$ -						
06/29/22	Home	Meridiana Resto	Team Building Supper		7	1	\$ 3.36		\$ -						

REÇU - RECEIVED
FINANCE
JUL 7 - 2022

C.S. SIR-WILFRID-LAURIER
SIR WILFRID LAURIER S.B.

FTE
2.49/KM

FTE
1.55/KM

2.85

06/29/22	Meridiana Resto	LJA	CDC Pont-Viau Graduation		4	\$ 2.31								
			<i>288.71</i>		<i>271</i>	\$ -	\$ -							
GRAND TOTAL:			\$ 298.73			\$ 158.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143.80
BUDGET CODES														
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$		200-1-21120-	308	PROJECT CODE	<p style="text-align: center;">***** IMPORTANT ***** <i>144.91</i></p> <ol style="list-style-type: none"> 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. 								
TRAVEL (SCH G/L)	\$	<i>158.93</i>	203-1-51110	302										
LODGING/MEALS	\$	<i>144.91</i>		302										
CAR POOLING TRAVEL (SCH G/L)	\$			302										
OTHER	\$	143.80		302										
OTHER				592										
OTHER														
TOTAL	\$	298.73												
			<i>288.71</i>			<p style="text-align: right;">REQUESTED BY:</p> <p style="text-align: center; font-size: 24px; font-family: cursive;"><i>James Di Sano</i></p> <p>NAME (Please print): <i>James Di Sano</i></p> <p style="text-align: center;">APPROVED BY</p> <p style="text-align: center; font-size: 24px; font-family: cursive;"><i>[Signature]</i></p> <p>NAME (Please print): <i>Paolo Galati</i></p> <p style="text-align: center;">(Immediate Superior)</p>								

2022/07/07 @ 9h12
James verbally approved these charges
[Signature]