

Amount paid 832.00
JUL 2022
Initials [Signature]

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati SCHOOL: Chair PERIOD: 04-03 to 05-28
EMPL #: 514-945-7145 JOB TITLE: Chair YEAR: 2022

DATE (MM/DD/YY) (AABBCC)	LOCATION		DESCRIPTION NATURE OF BUSINESS	TRAVEL (GENERAL Principal & Management Advisory Meetings)		REGULAR TRAVEL (S. 48(4))		CAR POOLING TRAVEL (S. 43(2))		MEALS COST	LODGING COST	OTHER COST	
	FROM	TO		RM	AMOUNT	RM	AMOUNT	RM	COST				
04-03-22	Home	Board	Caucus Meeting			34	\$ 16.32						
04-03-22			Caucus - Tim Hortons Coffee and Muffins							47.38			
04-07-22	Home	Board	PC Meeting			34	\$ 16.32						
04-07-22			PC Meeting - Meal							27.02			
04-13-22	Home	Place Bell	Jeux du Québec - Press Conference			18	\$ 8.54						
04-14-22	Home	Board	Foundation Meeting			34	\$ 16.32						
04-14-22	Home	LSA	Star Fest Auditions			25	\$ 13.88						
04-14-22			Star Fest Auditions - Meal							27.77			
04-21-22	Home	LJA	Visit of new facilities with Donna Anber			13	\$ 6.10						
04-21-22			Meal plus Coffee							28.09			
04-21-22	LJA	Laurens Elementary	Visit of school wt Director MRT & ADG			50	\$ 18.77						
04-21-22	Laurens Elementary	Home	Visit of school wt Director MRT & ADG			49	\$ 23.33						
04-23-22	Home	RHS	Star Fest Auditions			35	\$ 16.61						
04-27-22			Council - Meal							30.64			
04-29-22	Home	Jules Vane Elementary	Event - Eat Laugh Dance			9	\$ 4.42						
04-27-22			Event - Eat Laugh Dance - Entrance Ticket							40.00			
05-02-22	Home	132 Boulevard Genes-Rose	Meeting with Christopher Skeete			11	\$ 14.98						
05-06-22	Home	Embassy Plaza	Association régionale de ringuette Laval			14	\$ 11.52						
05-07-22	Home	RHS	Star Fest Auditions			35	\$ 16.61						
05-09-22	Home	FHES	OSEntreprendre			10	\$ 33.41						
05-09-22			OSEntreprendre - Meal							28.17			
05-14-22	Home	RHS	Star Fest Auditions			35	\$ 16.61						
05-15-22	Home	LRHS	Ceremonie de remise des Medailles du LGQ			42	\$ 68.06						
05-18-22	Home	Grenville Elementary	World Vision Check			103	\$ 87.74						
05-18-22	Home	CDC Pont Viau	Open House			12	\$ 5.66						
05-18-22			Open House - Meal							81.17			
05-23-22	Home	RHS	Star Fest Auditions			35	\$ 16.61						
05-25-22			Council - Meal							32.60			
05-26-22	Home	Château Royale	Laurier Gala / Star Fest			25	\$ 12.19						
05-28-22	Home	Marché Public 440	Reconnaissance des bénévoles Jeux du Québec			16	\$ 13.44						
05-27-22			USB C Adapter - MacBook Pro									51.73	
GRAND TOTAL:				\$	832.00	\$	907	\$	437.43	\$	342.84	\$	51.73

ENTERED JUN 28 2022

BUDGET CODES			
TRAVEL (GENERAL (PRINCIPALS ONLY))	\$	-	200-1-21120-308
TRAVEL (SCH GL)	\$	437.43	203-1-51110-302
LODGING/MEALS	\$	394.57	302
CAR POOLING TRAVEL (SCH GL)	\$	-	302
OTHER			302
OTHER			592
OTHER			
OTHER			
OTHER			
TOTAL	\$	832.00	

PROJECT CODE

IMPORTANT

- Kilometers are calculated at 50.484 m
- Car pooling kilometers are calculated at 50.530 m
- You must provide names of passengers in the description 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 Monon Moretto.
- Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

[Signature]

NAME (Please print): Paolo Galati

APPROVED BY:

[Signature]

NAME (Please print):

(Immediate Superior)

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