

JUL 7 - 2022

C.S. SIR-WILFRID-LAURIER AN ENGLISH EDUCATION,
C.D. WILFRID LAURIER S.B. A BILINGUAL FUTURE



UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME:		Paolo Galati		SCHOOL:				PERIOD:		06-01 to 06-29				
EMPL#:		PHONE #:		514-945-7145		JOB TITLE:		Chair		YEAR:		2022		
DATE (MM/DD/Yr) (AA/00/00)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TOLL EXPENSE		REGULAR TRAVEL @ \$0.55/KM		CAR POOLING TRAVEL @ \$0.53/KM		MEALS		LODGING		OTHER
	FROM	TO		KM	AMOUNT	KM	AMOUNT	KM	COST	COST	#DAYS	COST	COST	
06-01-22	Home	Board	Management Team Lunch			34	\$ 18.70							
06-01-22	Home	LRHS	Press Conference LGBTQ+			142	\$ 77.85	75	\$ 39.75					
06-02-22	Home	Board	Special Council			34	\$ 18.70							
06-03-22	Home	Consulat Général d'Italie	Italian Embassy Press Conference			37	\$ 20.24	203	\$ 107.59					
06-07-22	Home	Board	Special Council			34	\$ 18.70							
06-09-22	Home	Chateau Royale	Gala Lobster - SWL Foundation			24	\$ 13.08	13	\$ 6.89					
06-13-22	Home	LES	Memorial Service			134	\$ 73.85	237	\$ 125.81					
06-15-22	Home	Board	Special Council			34	\$ 18.70							
06-15-22			Meal								31.62			
06-16-22	Home	Board	Foundation Meeting			34	\$ 18.70							
06-16-22	Home	Embassy Plaza	St.-Paul Graduation			24	\$ 13.20							
06-20-22	Home	Centre Congrès de QC	Gala National - CHAPEAU, LES FILLES !			263	\$ 144.65							
06-20-22	Centre Congrès de QC	SAA	SAA Graduation			338	\$ 185.90							
06-20-22	SAA	Home	home from SAA Graduation			89	\$ 48.95							
06-20-22			Meal with Donna Anber								51.00			
06-21-22	Home	Hotel St-Martin	Genesis Graduation			10	\$ 5.50	550	\$ 291.65					
06-21-22	Hotel St-Martin	LJA	St-Vincent Graduation			2	\$ 3.00							
06-21-22	LJA	Home	home from St-Vincent Graduation			13	\$ 6.85	715	\$ 379.58					
06-22-22	Home	FHES	FHES Graduation			69	\$ 37.95							
06-22-22	Home	Golf Métropolitain	Jules Verne Graduation			11	\$ 5.85	603	\$ 320.59					
06-22-22	Golf Métropolitain	Board	Council			29	\$ 16.12	1598	\$ 847.82					
06-22-22	Golf Métropolitain	Board	Autoroute 25 Toll Bridge				\$ 9.86							
06-23-22	Home	LJA	CDC VMONT & CDC LACHUTE Graduation			24	\$ 13.07	13.20	\$ 6.96					
06-29-22	Home	LJA	CDC Pont Viau Graduation			24	\$ 13.07	13.20	\$ 6.96					
GRAND TOTAL:						\$ 866.86	\$ 9.86	1405	\$ 774.05		\$ 82.62		\$ -	\$ -

BUDGET CODES				PROJECT CODE
TRAVEL (CENTRAL PRINCIPALS ONLY)	\$ 866.86	200-1-21120-	308	
TRAVEL (SCH GL)	\$ 774.05	203-1-51110	302	
LODGING/MEALS	\$ 82.62	203-1-51110	302	
CAR POOLING TRAVEL (SCH GL)	\$ -	203-1-51110-	302	
OTHER	\$ 9.86	203-1-51110-	302	
OTHER			592	
OTHER				
OTHER				
TOTAL	\$ 866.86			

IMPORTANT

- Kilometers are calculated at \$0.55/km.
- Car pooling kilometers are calculated at \$0.53/km. You must provide names of passengers in the descriptions 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 Manon Monette.
- 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)

2022-07-07 @ 9h16
Paolo verbally approved these changes from meo