AN ENGLISH EDUCATION, **A BILINGUAL FUTURE**

UNE EDUCATION EN ANGLAIS, **UN AVENIR BILINGUE**

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati | SCHOOL: | PERIOD: 08-17 to 09-07

EMPL.#: | PHONE #: [redacted] | JOB TITLE: Chair | YEAR: 2022

DATE (MM/DD/YY) (AA/MM/JJ)	LOCATION FROM	LOCATION TO	DESCRIPTION NATURE OF BUSINESS	TOLL EXPENSE KM	TOLL EXPENSE AMOUNT	REGULAR TRAVEL @ $0.554/KM KM	REGULAR TRAVEL @ $0.554/KM AMOUNT	CAR POOLING TRAVEL @ $0.554/KM KM	CAR POOLING TRAVEL @ $0.554/KM COST	MEALS	LODGING - TRAVEL # DAYS	LODGING - TRAVEL COST	OTHER COST
08/17/22	Home	Grenville Elementary	management team meeting			181	$ 99.55		$ -				
08/17/22			Meal				$ -		$ -	19.53			
08/22/22	Home	Board	Prep for meeting with City of St-Jérôme			34	$ 18.70		$ -				
08/23/22	Home	St-Jerome City Hall	Meeting with Mayor of City of St-Jérôme			91	$ 49.83		$ -				
08/23/22	Home	Board	Caucus with DG			34	$ 18.70		$ -				
08/23/22			Meal				$ -		$ -	32.60			
08/24/22	Home	Board	TAC Meeting			34	$ 18.70		$ -				
08/24/22			Meal				$ -		$ -	19.53			
08/25/22	Home	McCaig Elementary	Visit			35	$ 19.36		$ -				
08/29/22	Home	Board	Special Executive Council			34	$ 18.70		$ -				
08/30/22	Home	SAA	First Day School with DG			179	$ 98.34		$ -				
08/30/22			Meal				$ -		$ -	7.83			
08/31/22	Home	Jules Verne	First Day School with DG			9	$ 5.06		$ -				
09/01/22	Home	Board	First Day School with DG			17	$ 9.35		$ -				
09/01/22	Board	Mascouche	Inauguration of New Centre in Mascouche			24	$ 12.98		$ -				
09/01/22	Mascouche	Joliette	First Day School with ADG			46	$ 25.36		$ -				
09/01/22	Joliette	Home				62	$ 34.10		$ -				
09/06/22	Home	5075 Souvenir	Lancement de la semaine de l'engagement avec des parents journée			28	$ 15.29		$ -				
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GRAND TOTAL:			$ 523.51		$ -	807	$ 444.02		$ -	$79.49		$ -	$ -

BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)			200-1-21120-	308	PROJECT CODE
TRAVEL (SCH G/L)	$	444.02	203-1-51110	302	
LODGING/MEALS	$	79.49		302	
CAR POOLING TRAVEL (SCH G/L)	$	-		302	
OTHER				302	
OTHER				592	
OTHER					
OTHER					
TOTAL	$	523.51			

***** IMPORTANT *****

- Kilometers are calculated at $0.554/km.
- Car pooling kilometers are calculated at $0.554/km. You must provide names of passengers in the description a 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:

[redacted]

NAME (Please print): Paolo Galati

APPROVED BY

[redacted]

(Immediate Superior)

GAETANE MASCIOTRA