# SWLSB

☐ Submitted
☐ Paid

## EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

| | | | | | |
|---|---|---|---|---|---|
| Name: | Bobby Pellerin | School: | | Claim Number: | CN - 1 |
| Empl. #: | Phone number: [redacted] | Job Title: | Commissioner | Year: | 2022 |

| DATE (Mth/Day/Yr) | LOCATION (Use School Number and SWLSB for Board Office. See KMChart for more info.) FROM | TO | DESCRIPTION/ NATURE OF BUSINESS | Round Trip | KM | TYPE OF MILEAGE | RATE | COST | MEALS (Includes Taxes and Tips) TYPE | # | COST | LODGING # DAYS | LODGING COST | OTHER DESCRIPTION | OTHER COST |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 06/09/22 | [redacted] | | | ☑ | 164 | Regular | 0.55 | $ 90.20 | | | | | | | |
| | | | | ☑ | | | | $ - | | | | | | | |
| | | | | ☐ | | | | $ - | | | | | | | |
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| | | | | ☐ | | | | $ - | | | | | | | |
| | GRAND TOTAL: | | $ 90.20 | | 164 | | | $ 90.20 | | | $ - | | $ - | | $ - |

### BUDGET CODES

| | | | PROJECT CODE |
|---|---|---|---|
| TRAVEL CENTRAL (PRINCIPALS ONLY) | $ - | 214-1-21120-308 | |
| TRAVEL (SCH G/L) | $ 90.20 | | |
| LODGING/MEALS | $ - | | |
| CAR POOLING TRAVEL (SCH G/L) | $ - | | |
| | $ - | | |
| | $ - | | |
| | $ - | | |
| | $ - | | |
| TOTAL: | $ 90.20 | | |

******* IMPORTANT *******

1. Kilometers are calculated at $0.55/km for the first 5,000km.
2. Carpooling kilometers are calculated at $0.65/km. You *must* provide names of passengers in the description line
3. Attach *ORIGINAL* receipts to this form.
4. This form must be signed by claimant and approved by 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 4:00PM to the Finance department on the Tuesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Florence Delorme.
7. Please complete this form electronically.

**REQUESTED BY:** [redacted]

Revised by AG - May 2022