



SWLSB

☐ Submitted☐ Paid

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

Name:	Bobby Pellerin			School:						Claim Number:	CN - 1				
Empl. #:	Phone number:			Job Title:			Commissioner					Year:		2022	
DATE (Mth/Day/Yr)	LOCATION (Use School Number and SWLSB for Board Office. See KMChart for more info.)		DESCRIPTION/ NATURE OF BUSINESS	Round Trip	KM	TYPE OF MILEAGE	RATE	COST	MEALS (Includes Taxes and Tips)			LODGING		OTHER	
	FROM	TO							TYPE	#	COST	# DAYS	COST	DESCRIPTION	COST
05/26/22				<input checked="" type="checkbox"/>	164	Regular	0.55	\$ 90.20	Supper	2	35.76	<input checked="" type="checkbox"/>			
				<input type="checkbox"/>											
06/22/22				<input checked="" type="checkbox"/>	64	Regular	0.55	\$ 35.20							
06/22/22				<input checked="" type="checkbox"/>	82	Regular	0.55	\$ 45.10							
				<input type="checkbox"/>											
				<input type="checkbox"/>											
				<input type="checkbox"/>											
				<input type="checkbox"/>											
				<input type="checkbox"/>											
				<input type="checkbox"/>											
GRAND TOTAL:			\$	206.26		310		\$ 170.50		\$ 35.76		\$ -		\$ -	

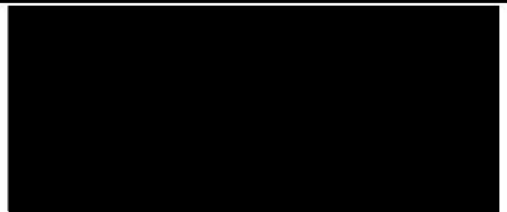
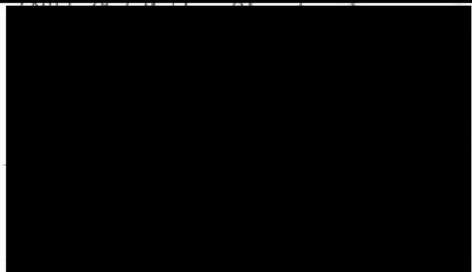
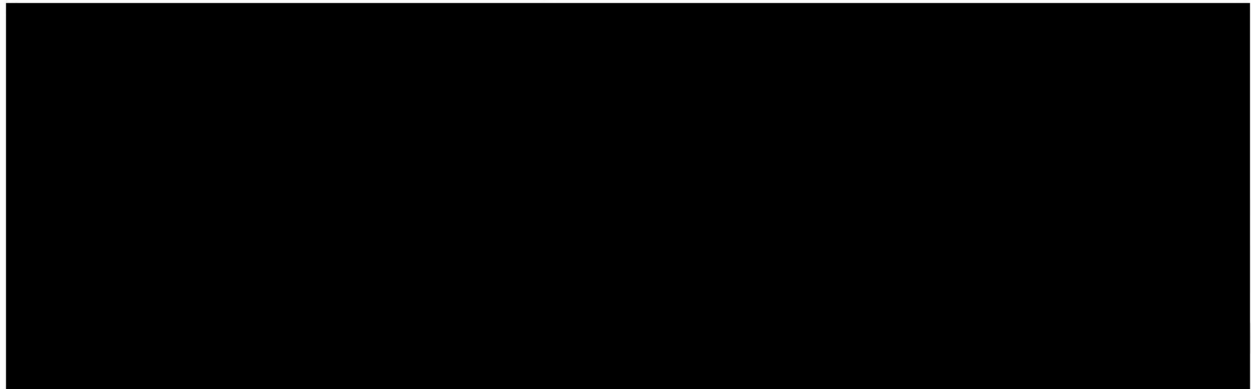
BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)	\$	214-1-21120-308	PROJECT CODE
TRAVEL (SCH G/L)	\$ 170.50	203-1-S1110-302	
LODGING/MEALS	\$ 35.76	203-1-S1110-302	
CAR POOLING TRAVEL (SCH G/L)	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL:	\$ 206.26		

***** 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:



Sous-Total 12.83
TPS 0.64
TVQ 1.28

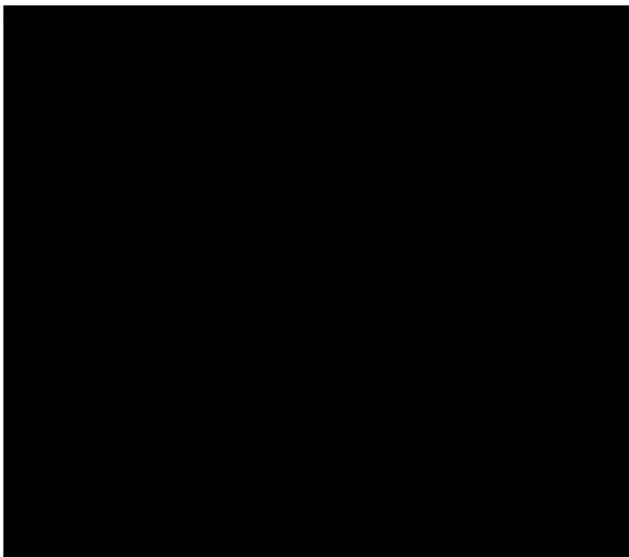
C.B. SIR-WILFRID-LAURIER
SIR WILFRID LAURIER

Total 12.01

+770



16,30



Total 14.75

+ TIP



REC - RECEIVED 19,25\$
FINANCE

JUN 29 2022

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

TPS: 0,64 \$ TVQ: 1,28 \$

Total : 14,75 \$

