REVISED - 2015/03/25

Amount paid 136.27

[redacted] EDUCATION, A BILINGUA[redacted] FUTURE

COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

[redacted] ATION GLAIS, VENIR GUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL E[redacted]

NAME:	Donna Anber	SCHOOL:		PERIOD:	
EMPL.#: [redacted]	PHONE #: [redacted]	JOB TITLE:	Commissioner	YEAR:	2021-2022

DATE (Mth/Dy/Yr) (AA/MM/JJ)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING COST	MEALS #	MEALS COST	LODGING # DAYS	LODGING COST	OTHER COST
09-25-2021	[redacted]					132	$ 63.36		$ -					
09-30-2021						26	$ 12.48							
10-16-2021						108	$ 51.94							
10-16-2021							$ -			1	8.49			
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -							
							$ -		$ -					
							$ -		$ -					
							$ -		$ -					
							$ -							
							$ -		$ -					
GRAND TOTAL:			$ 136.27		$ -	266	$ 127.78		$ -		$ 8.49		$ -	$ -

ENTERED NOV 03 2021

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ 127.78	203-51110	302	
LODGING/MEALS	$ 8.49	203-51110	302	
CAR POOLING TRAVEL (SCH G/L)	$ -	203-51110	302	
OTHER			592	
OTHER				
OTHER				
TOTAL	$ 136.27			

***** IMPORTANT *****

- Kilometers are calculated at $0.48/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 Tuesday 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]

(Immediate Superior)

[redacted]

Subtotal:	$7.38
TPS:	$0.37
TVQ:	$0.74
Total:	$8.49
[redacted]	
Debit/Credit:	$8.49
Amount Due:	$0.00

[redacted]