

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



COMMISSION SCOLAIRE SIR WILFRID LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: James Di Sano		SCHOOL: Ward 7		PERIOD: April											
EMPL #: [REDACTED]		JOB TITLE: Commissioner		YEAR: 2022											
DATE (Mth/Dy/Yr) (AA/00/00)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL @ \$0.48/KM		CAR POOLING TRAVEL @ \$0.53/KM		MEALS		LODGING		OTHER	
	FROM	TO		KM	AMOUNT	KM	AMOUNT	KM	COST		COST	# DAYS	COST		COST
04/03/22	[REDACTED]				32	\$ 15.36		\$ -							
							\$ -		\$ -						
04/20/22							\$ -		\$ -						
							\$ -		\$ -						
							\$ -		\$ -						
							\$ -		\$ -						
							\$ -		\$ -						
							\$ -		\$ -						
							\$ -		\$ -						
							\$ -		\$ -						
GRAND TOTAL:				\$	40.36		\$ -	32	\$ 15.36		\$ -				

BUDGET CODES				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$			
TRAVEL (SCH G/L)	\$ 15.36	203-1-51110	302	
LODGING/MEALS	\$ -		302	
CAR POOLING TRAVEL (SCH G/L)	\$ -		302	
OTHER	\$ [REDACTED]		302	
OTHER			592	
OTHER				
OTHER				
TOTAL	\$ 40.36			

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

- 1 Kilometers are calculated at \$0.48/km.
- 2 Car pooling kilometers are calculated at \$0.53/km.
- 3 You must provide names of passengers in the descriptions line.
- 4 Attach ORIGINAL receipts to this form.
- 5 This form must be signed by claimant and approved by your immediate supervisor.
- 6 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.
- 7 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.
- 8 Please complete this form electronically. This form is available on the Portal.