



EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: James Di Sano SCHOOL: Ward 7 PERIOD: May to June
 EMPL #: PHONE #: JOB TITLE: Commissioner YEAR: 2022

DATE (MM/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		
05/05/22				19	22	\$	12.10	\$	-						
05/05/22						\$	9.12	\$	-						22.40 ✓
05/05/22						\$	-	\$	-						39.00 ✓
05/06/22						\$	-	\$	-						
05/06/22					19	\$	10.23	\$	-						
05/06/22						\$	9.12	\$	-						22.40 ✓
05/06/22						\$	-	\$	-						45.00 ✓
05/18/22						\$	-	\$	-						
05/18/22				18	16	\$	8.91	\$	-						
05/26/22						\$	8.64	\$	-						
05/26/22				20	26	\$	14.30	\$	-						
05/26/22						\$	11.00	\$	-						
06/06/22					20	\$	11.00	\$	-						
06/09/22				20	26	\$	14.30	\$	-						
06/09/22						\$	11.00	\$	-						
06/08/22					19	\$	10.23	\$	-						
06/10/22					20	\$	11.00	\$	-						
06/10/22					20	\$	11.00	\$	-						15.00 ✓
06/12/22					20	\$	11.00	\$	-						
06/21/22					14	\$	7.59	\$	-						
06/22/22				22	23	\$	12.85	\$	-						
06/22/22					29	\$	15.95	\$	-						
06/29/22				7	1	\$	3.36	\$	-						

REÇU - RECEIVED
FINANCE
JUL 7 - 2022

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

ME
2.48/KM

ME
1.55/KM

2.85

06/29/22	Meridiana Resto	LJA	CDC Pont-Viau Graduation		4	\$ 2.31								
			<i>288.71</i>		<i>271</i>	\$ -	\$ -							
GRAND TOTAL:			\$	290.73		\$ -	\$ 156.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143.80
BUDGET CODES														
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$		200-1-21120-	308	PROJECT CODE	<p style="text-align: center;">***** IMPORTANT ***** <i>144.91</i></p> <ul style="list-style-type: none"> 1 Kilometers are calculated at \$0.48/km. 2 Car pooling kilometers are calculated at \$0.53/km. You must provide names of passengers in the descriptions line. 3 Attach ORIGINAL receipts to this form. 4 This form must be signed by claimant and approved by your 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 4:30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed the following pay. Principals, please send to Manon Monette. 7 Please complete this form electronically. This form is available on the Portal. 								
TRAVEL (SCH G/L)	\$	<i>156.93</i>	203-1-51110	302										
LODGING/MEALS	\$	<i>144.91</i>		302										
CAR POOLING TRAVEL (SCH G/L)	\$			302										
OTHER	\$	143.80		302										
OTHER				592										
OTHER														
OTHER														
TOTAL	\$	290.73				<i>288.71</i>								

REQUESTED BY:

James Di Sano

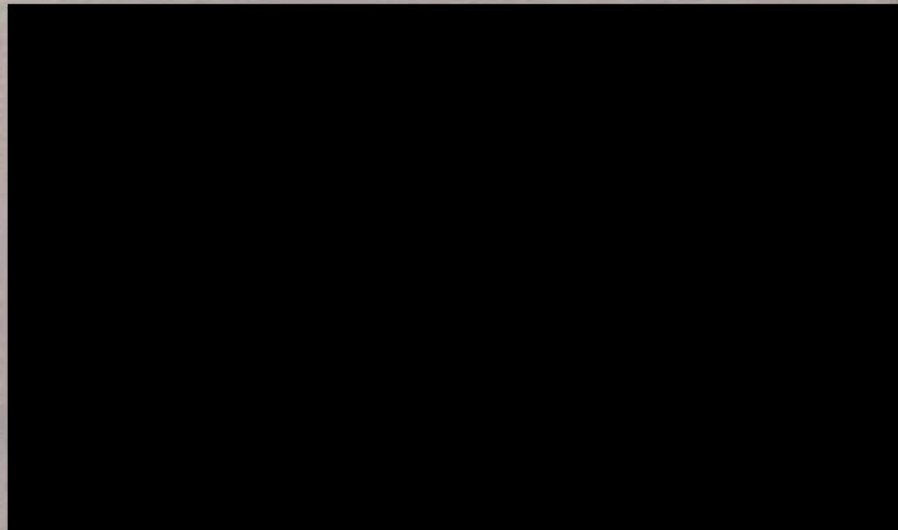
NAME (Please print):

APPROVED BY

Paolo Galati

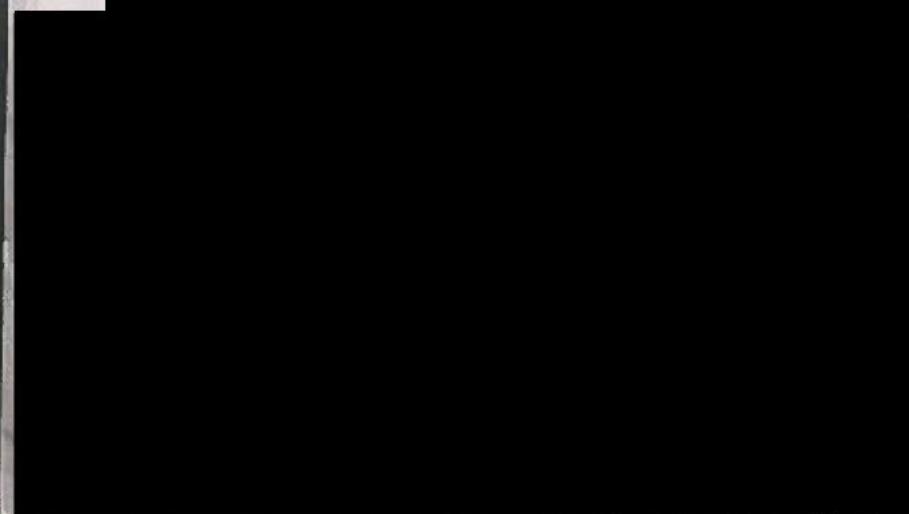
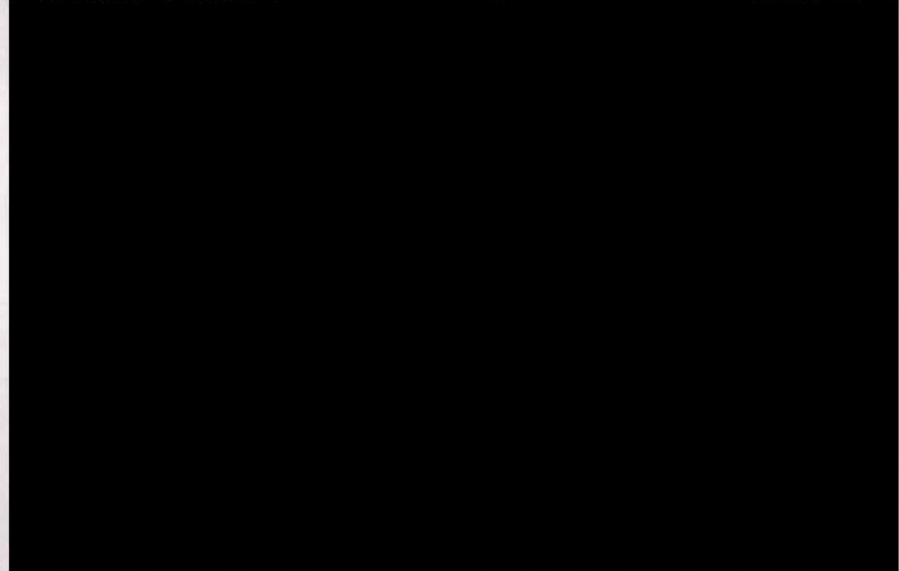
(Immediate Superior)



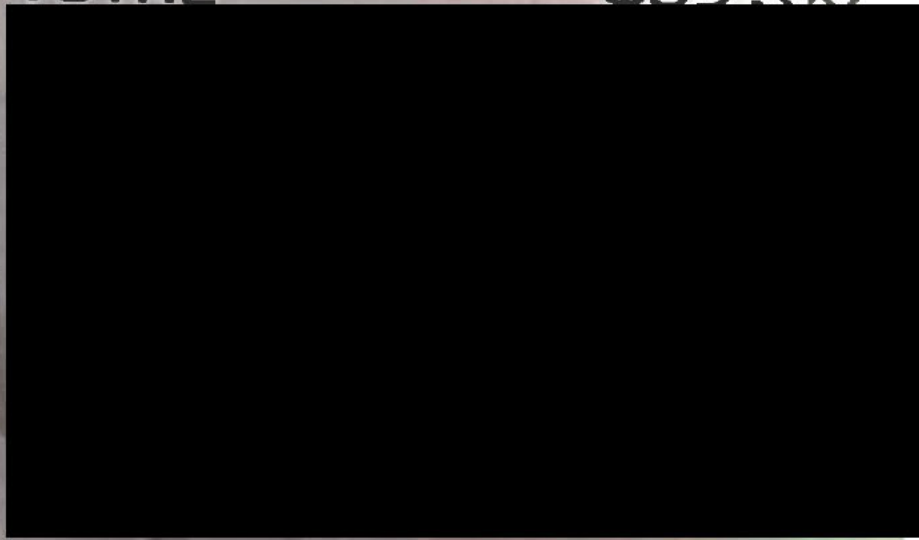


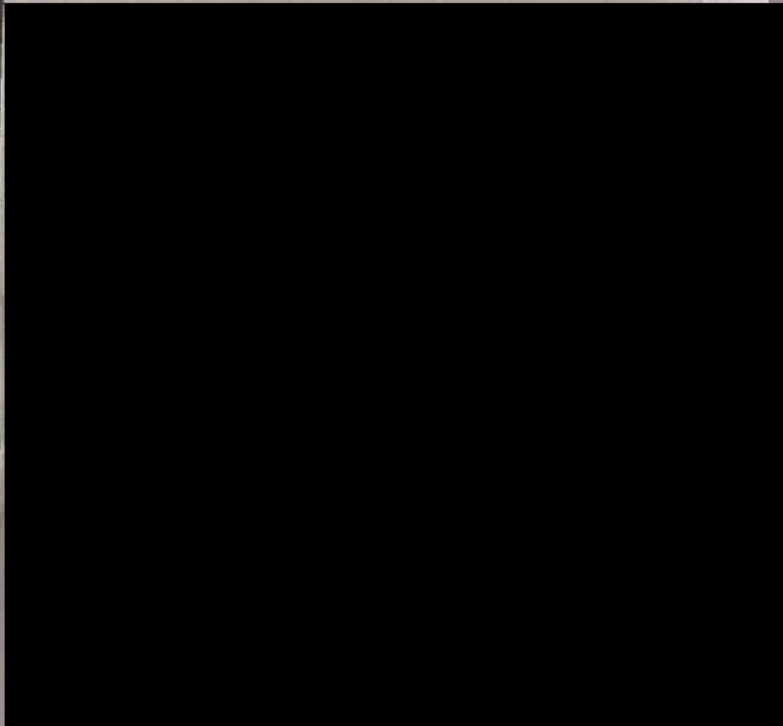
Sous-Total: \$19.49
TVQ: \$1.94
TPS: \$0.97
Tax Total: \$2.91

Grand Total:  \$22.40

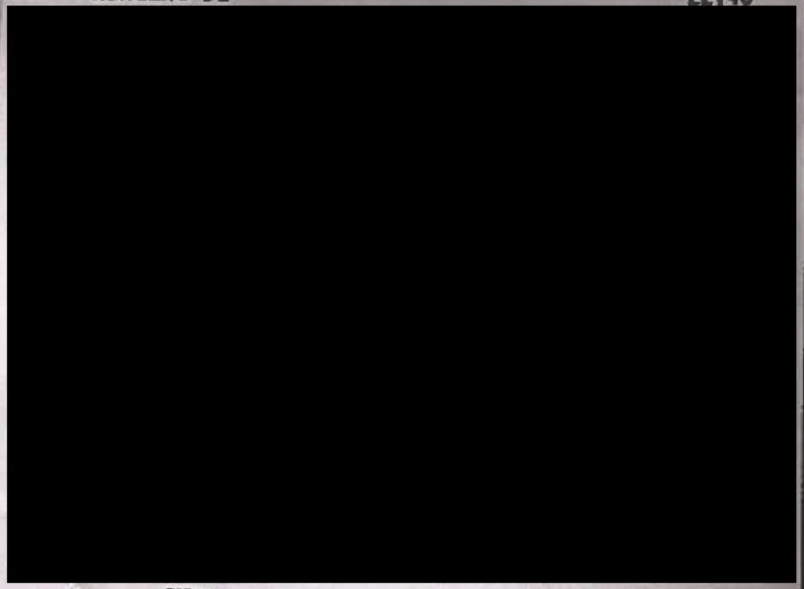


SOUS-TOTAL \$39.00
T.P.S \$0.00
T.V.Q \$0.00
TOTAL \$39.00

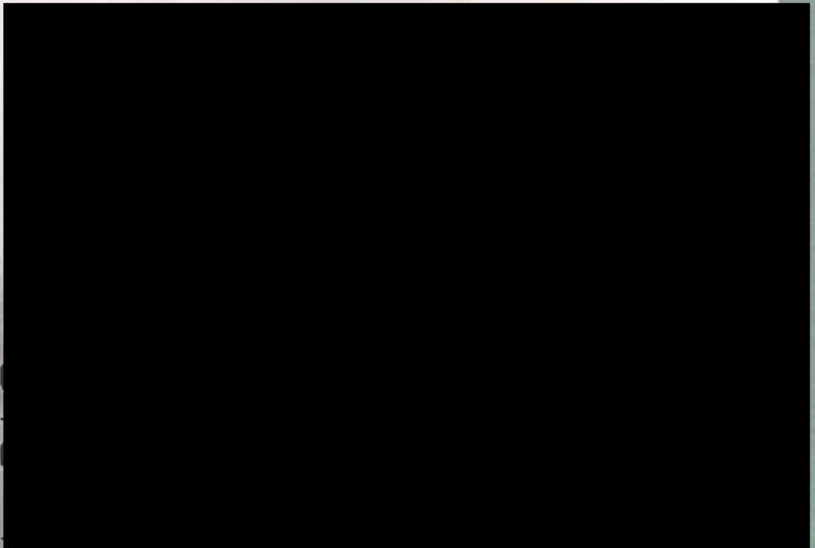




Sous-Total	19,49
TPS	0,97
TVQ	1,94
Montant Du	22,40



TPS: 0,97 \$ TVQ: 1,94 \$
 Total : 22,40 \$



SOUS-TOTAL	\$45.00
TOTAL	\$45.00
INTERAC	\$45.00



\$15 per adult • \$10 per child under 12