AN ENGLISH EDUCATION, A BILINGUAL FUTURE



UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

**EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES** March PERIOD: Melissa Wall SCHOOL: NAME: 2022 YEAR: Commissionner JOB TITLE: EMPL#: PHONE #: REGULAR CAR POOLING TRAVEL CENTRAL DATE **DESCRIPTION** TRAVEL TRAVEL Principal & Management (Mtb/Dy/Yr) **NATURE OF BUSINESS** OTHER @ \$0.53/KM LODGING MEALS **Advisory Meetings** @ \$0.48/KM (AA/00/00) LOCATION # DAYS COST COST KM COST **AMOUNT** KM **AMOUNT** FROM TO 6,86 14 \$ March 10th 2022 \$ 7,20 15 March 27th 2022 \$ 7,20 15 April 3 2022 \$ -\$ \$ \$ 21,26 21,26 \$ 44 \$ **GRAND TOTAL:** \*\*\*\*\* IMPORTANT \*\*\*\*\* **BUDGET CODES** 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 superview. PROJECT TRAVEL CENTRAL 308 CODE 200-1-21120-(PRINCIPALS ONLY) 302 21,26 203-51110 TRAVEL (SCH G/L) immediate supervisor.
This expense claim form is not to be 302 LODGING/MEALS 203-51110 used for the purchasing of equipment and supplies for your school or department. The normal purchasing procedures must be 302 203-51110 CAR POOLING TRAVEL (SCH G/L) 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. 592 OTHER OTHER OTHER NAME (Please print): 21,26 TOTAL (Immediate Superior)