

Amount paid 932.00

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati SCHOOL: \_\_\_\_\_ PERIOD: 04-03 to 05-28  
 EMP# : \_\_\_\_\_ PHONE #: \_\_\_\_\_ JOB TITLE: Chair YEAR: 2022

DATE (MM/DD/YY) (AABBCC)	LOCATION		DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings		REGULAR TRAVEL BY AIR/RAIL		CAR POOLING TRAVEL BY BUS/VAN		MEALS COST	LODGING		OTHER COST	
	FROM	TO		AMOUNT	AMOUNT	AMOUNT	COST	AMOUNT	COST					
	AMOUNT	AMOUNT		AMOUNT	COST	AMOUNT	COST							
04-03-22						34	\$ 16.32		\$ -					
04-03-22							\$ -		\$ -	47.38	①			
04-07-22						34	\$ 16.32		\$ -					
04-07-22							\$ -		\$ -	27.02	②			
04-13-22						✓10	\$ 8.54		\$ -					
04-14-22						34	\$ 16.32		\$ -					
04-14-22						✓25	\$ 13.88		\$ -					
04-14-22							\$ -		\$ -	27.77	③			
04-21-22						✓13	\$ 6.10		\$ -	28.09	④			
04-21-22						✓15	\$ 18.77		\$ -					
04-21-22						✓49	\$ 23.33		\$ -					
04-23-22						✓35	\$ 16.61		\$ -					
04-27-22							\$ -		\$ -	30.84	⑥			
04-29-22						✓9	\$ 4.42		\$ -					
04-27-22							\$ -		\$ -	40.00	⑤			
05-02-22						✓11	\$ 14.98		\$ -					
05-08-22						✓14	\$ 11.52		\$ -					
05-07-22						✓26	\$ 16.61		\$ -					
05-09-22						✓70	\$ 33.41		\$ -					
05-09-22							\$ -		\$ -	28.17	⑧			
05-14-22						✓25	\$ 16.61		\$ -					
05-15-22						✓12	\$ 68.09		\$ -					
05-18-22						✓183	\$ 87.74		\$ -					
05-18-22						✓12	\$ 5.66		\$ -					
05-18-22							\$ -		\$ -	81.17	⑨			
05-23-22						✓35	\$ 16.61		\$ -					
05-25-22							\$ -		\$ -	32.80	⑦			
05-26-22						✓25	\$ 12.19		\$ -					
05-28-22						✓16	\$ 13.44		\$ -					
05-27-22							\$ -		\$ -					
GRAND TOTAL:				\$	832.00	\$	-	907	\$ 437.43	\$	-	\$ 342.84	\$ -	\$ 51.73

BUDGET CODES				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$			
TRAVEL (SCH GL)	\$	437.43	203-1-51110	302
LODGING/MEALS	\$	394.57	//	302
CAR POOLING TRAVEL (SCH GL)	\$	-		302
OTHER				302
OTHER				592
OTHER				
OTHER				
TOTAL	\$	832.00		

**IMPORTANT**

- Kilometers are calculated at \$0.45/km
- Car pooling kilometers are calculated at \$0.53/km
- You must provide a name of passenger in the description 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 Wednesday of the week preceding a pay cycle for it to be processed for the following pay. Principals please send to Monon Morais.
- Please complete this form electronically. This form is available on the Portal.

REQUESTED BY: \_\_\_\_\_

Initial



ENTRE

⑩



\$19.49

\$13.99

\$10.99

Sous-Total: \$44.47

TVQ: \$1.94

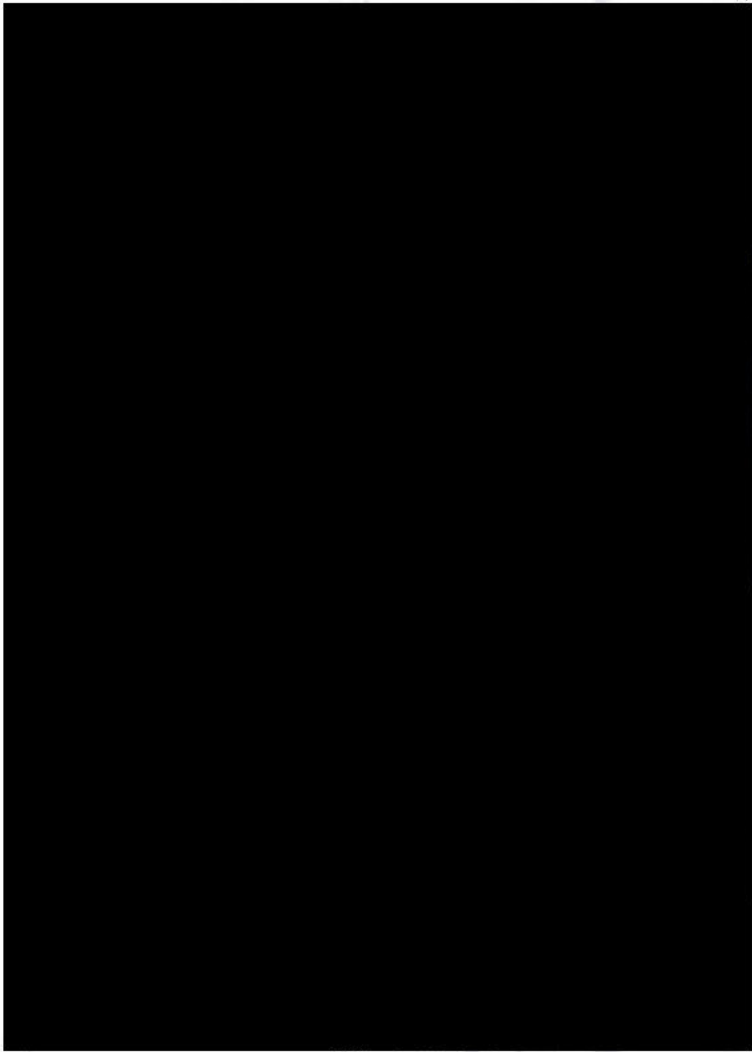
TPS: \$0.97

Tax Total: \$2.91

Grand Total: \$47.38

Visa: \$47.38

Change Du: \$0.00



TPS: 0,97 \$ TVQ: 1,94 \$

Total : 47,38 \$



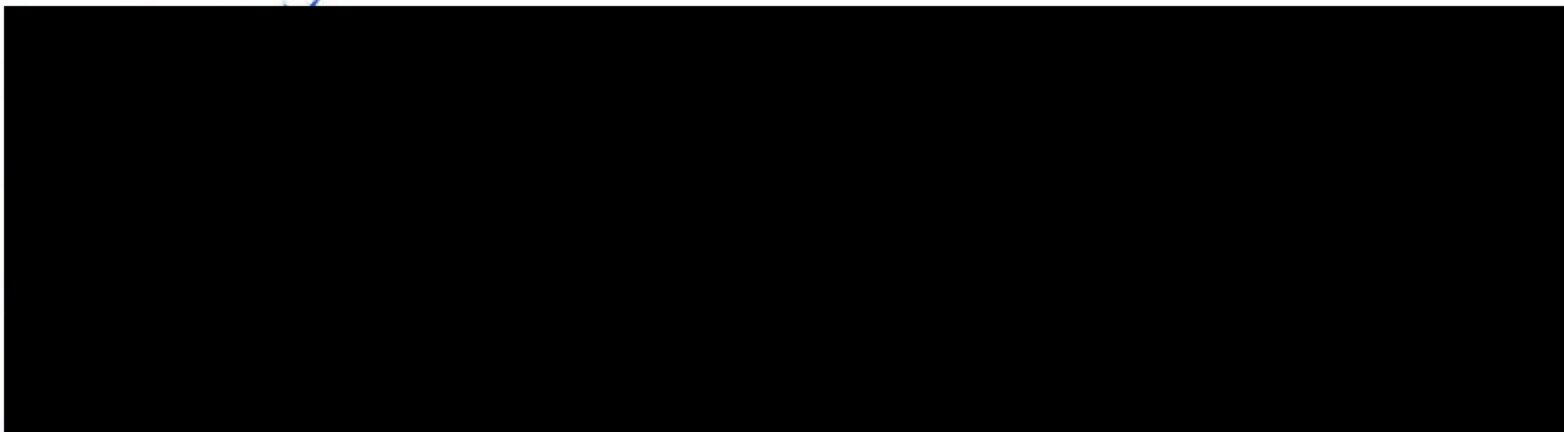
TOTAL \$27.77

SUBS-TOTAL \$23.50  
TPS \$1.18  
TVQ \$2.34

TOTAL \$27.02 ✓

Total : 27,02 \$

Total : 27,77 \$  
PAIEMENT REQU

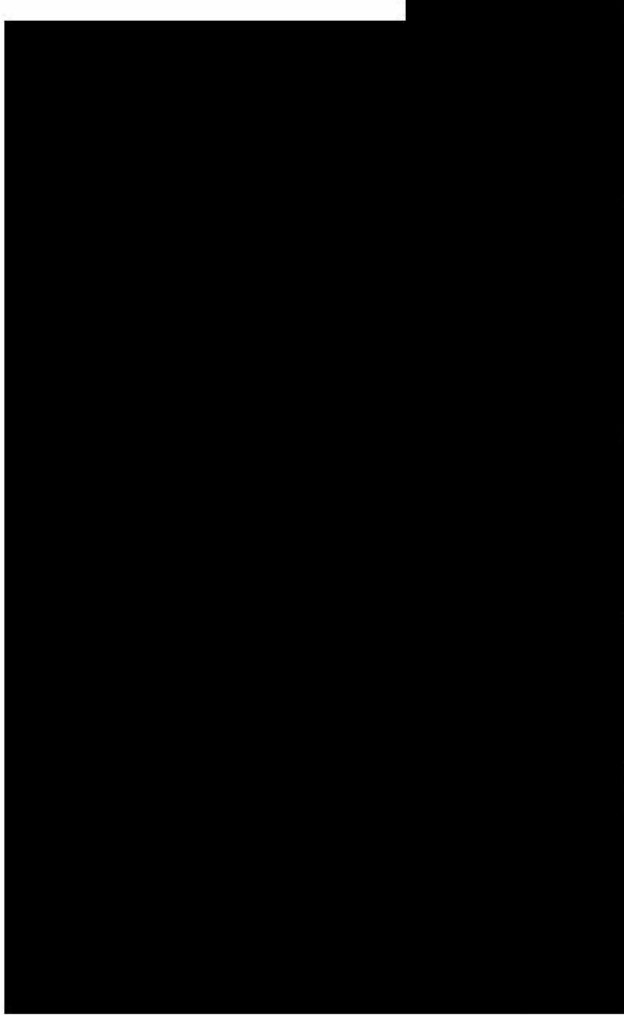


\$40

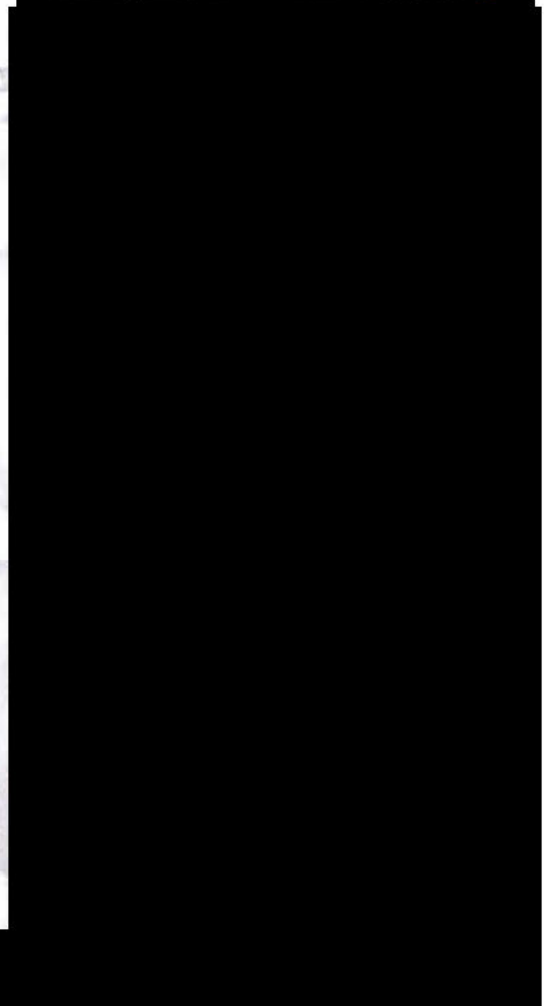


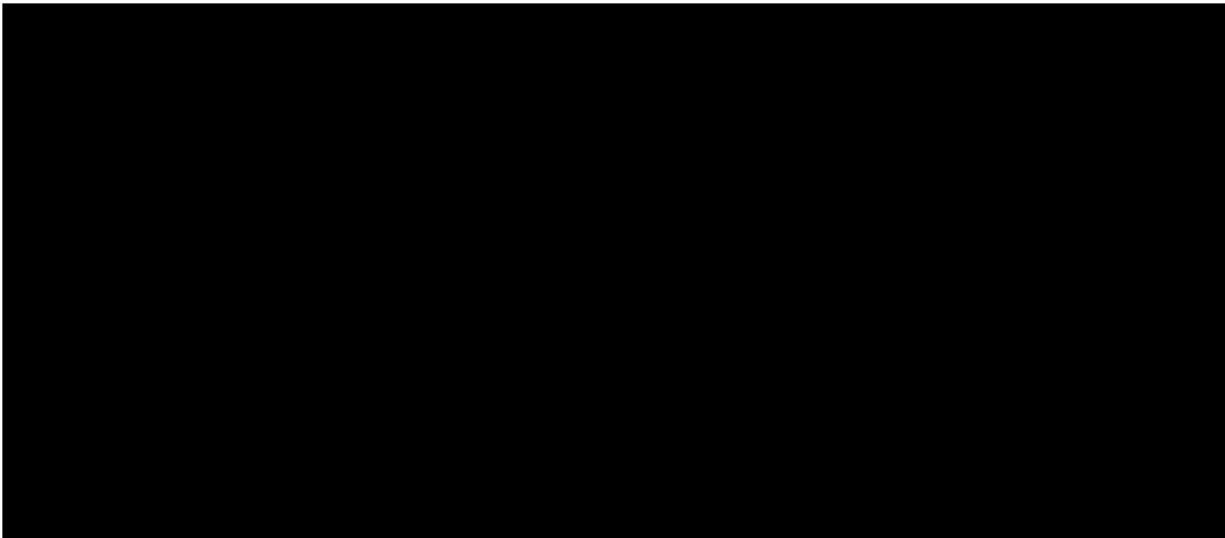
5

SUBS-TOTAL \$22.20  
 TPS \$1.11  
 TVQ \$2.21  
**TOTAL \$25.52**



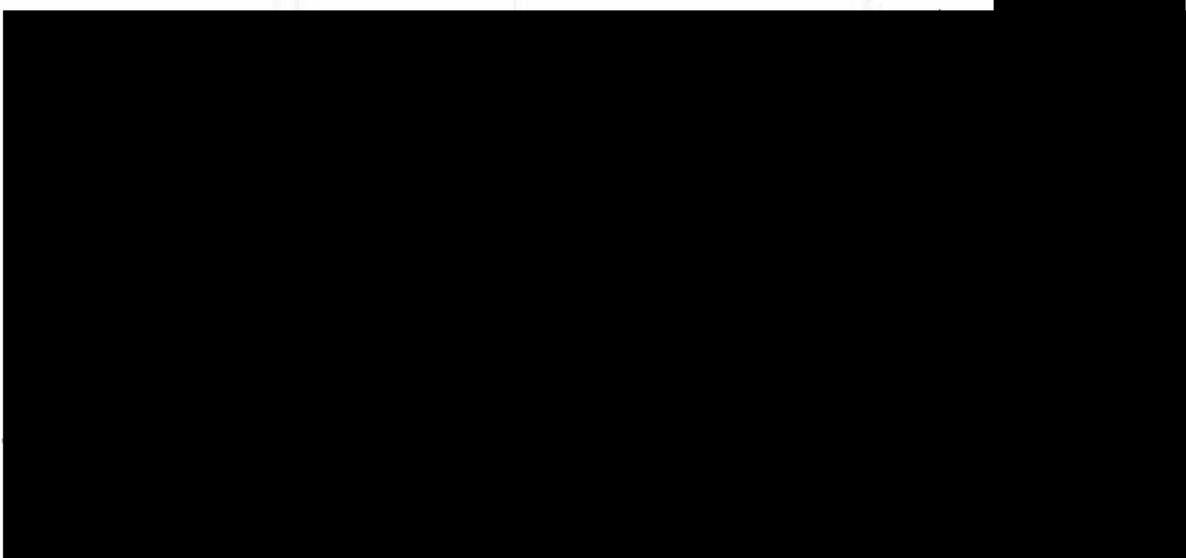
Total partie 2.24  
 TPS 0.11  
 TVQ 0.22  
 Total sur place 2.57

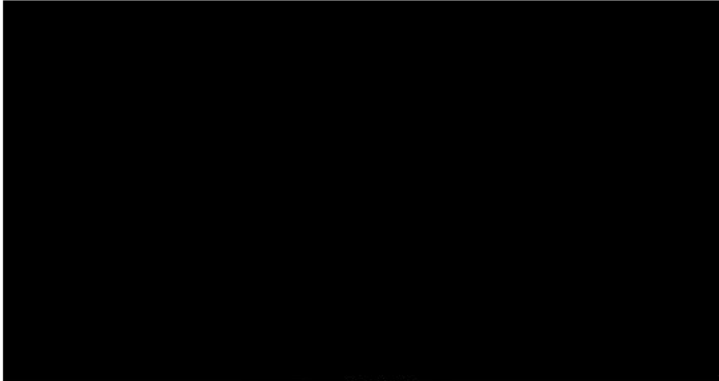
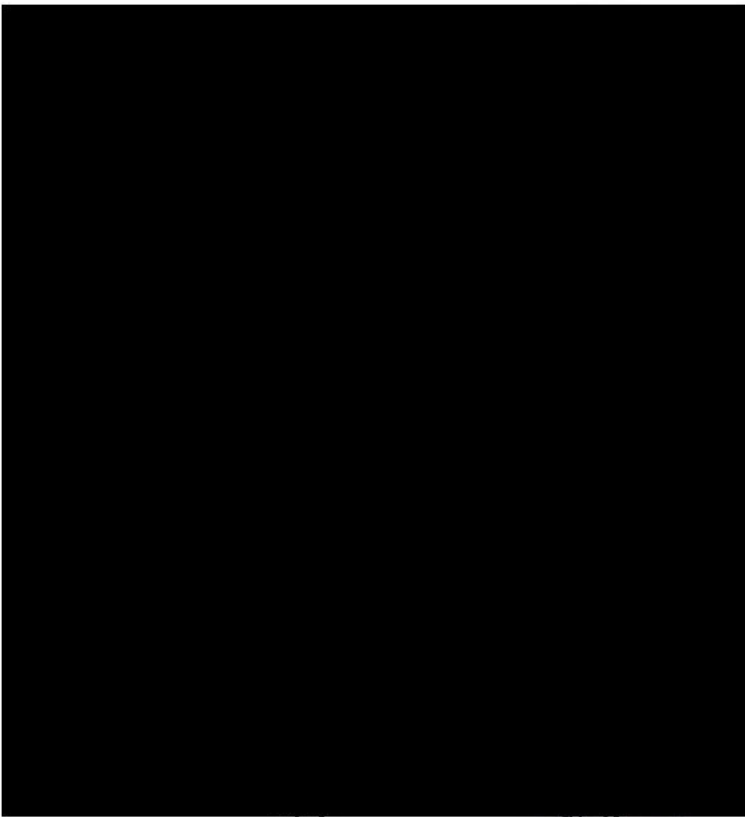




SOUS-TOTAL \$28.85  
TPS \$1.33  
TVQ \$2.66  
TOTAL \$30.64

SOUS-TOTAL \$28.35  
TPS \$1.42  
TVQ \$2.83  
TOTAL \$32.60

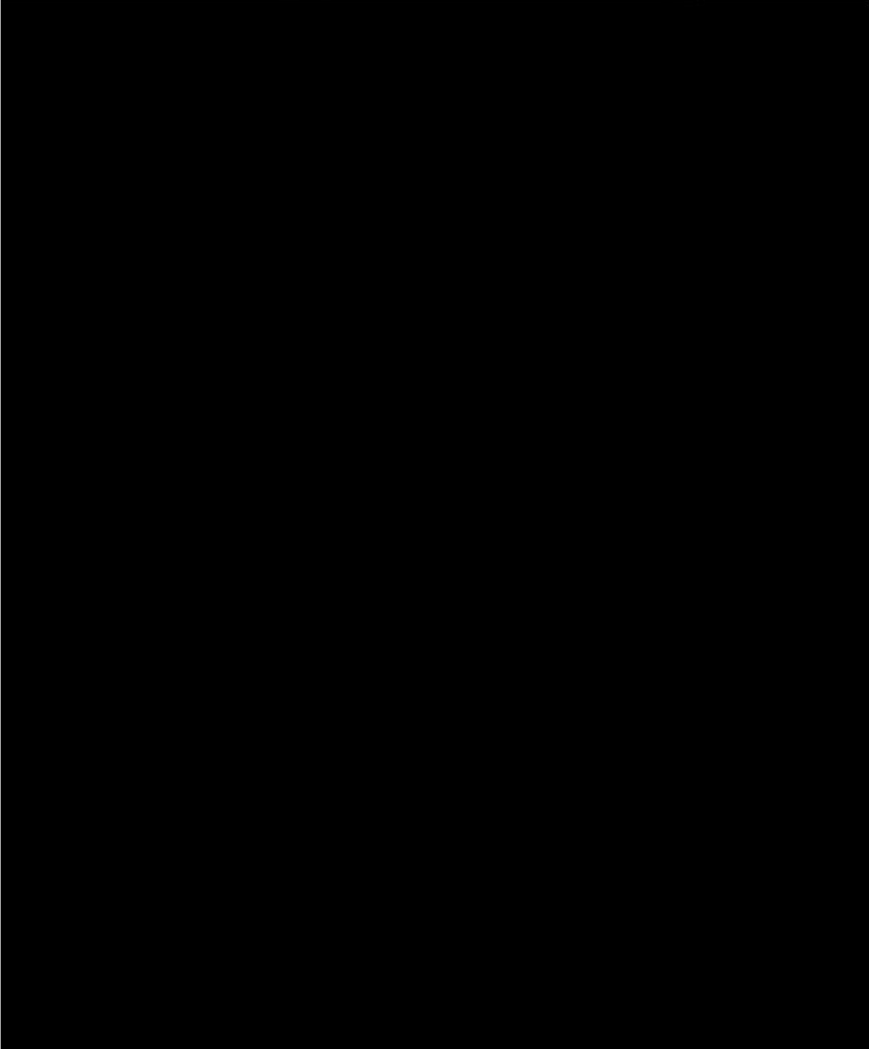
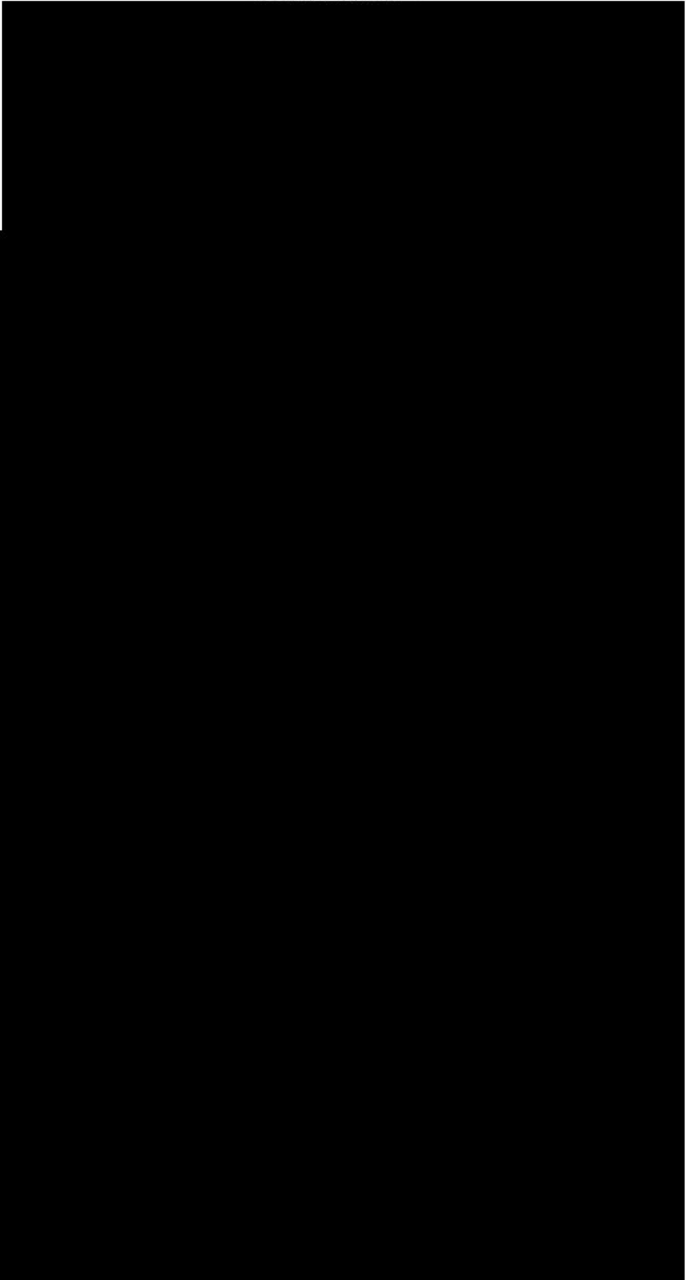


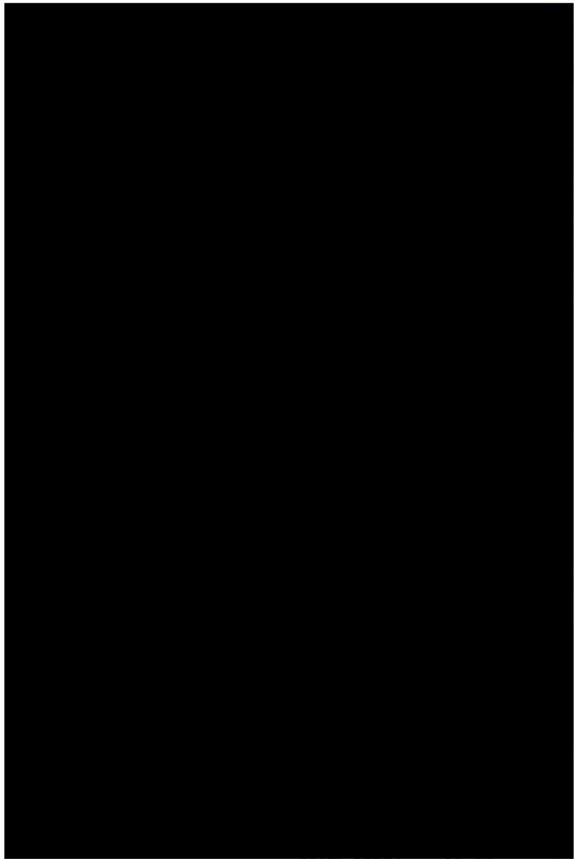


ACHAT  
TOTAL

\$28.17

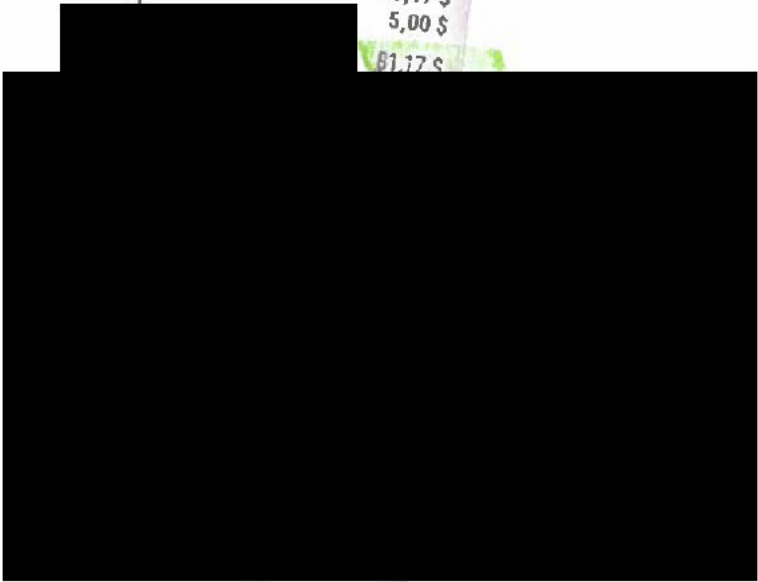
T.P.S. \$1.23  
T.V.Q. \$2.44  
TOTAL \$28.17





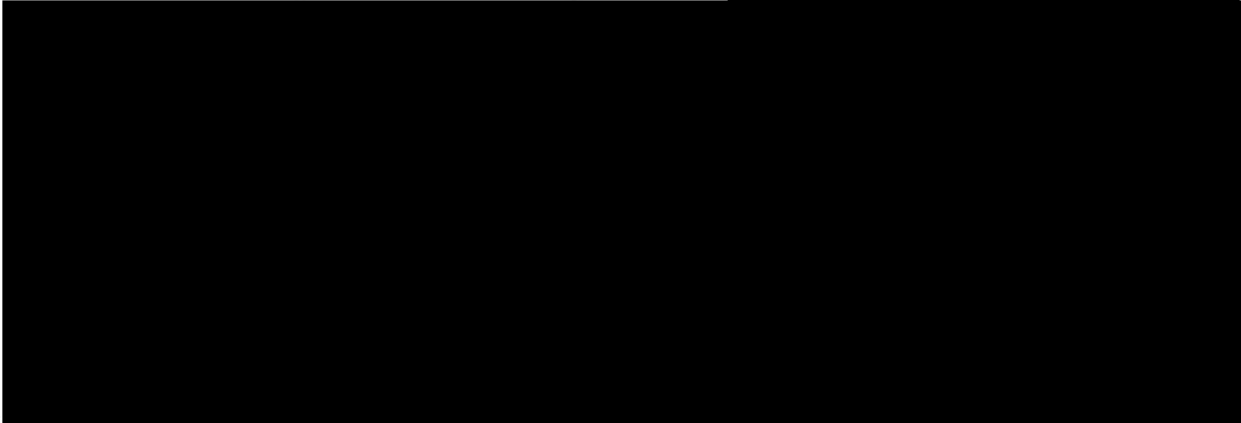
Total  
Tip

76,17 \$  
5,00 \$  
81,17 \$



scds-total 66.25  
TFS 3.31  
TVQ 8.61  
0.00

Total 76.17



Item(s) Subtotal: CDNs 44.99  
Shipping & Handling: CDNs 0.00  
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Total before tax: CDNs 44.99  
Estimated GST/HST: CDNs 2.25  
Estimated PST/RST/QST: CDNs 4.49  
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**Grand Total: CDNs 51.73**