

AN ENGLISH  
EDUCATION,  
A BILINGUAL  
FUTURE



UNE  
ÉDUCATION  
EN ANGLAIS,  
UN AVENIR  
BILINGUE

Amount paid 340.13

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

<b>NAME:</b> Paolo Galati		<b>SCHOOL:</b>			<b>PERIOD:</b> 05-05 to 06-25					
<b>EMPL #:</b>		<b>PHONE #:</b>			<b>JOB TITLE:</b> Chair			<b>YEAR:</b> 2020		

DATE (Mth/Dy/Yr) (AAWWDD)	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
	05/26/20												
06/12/20					43	\$ 20.64							
06/18/20					29	\$ 14.11							
06/18/20												275.93	
06/18/20					25	\$ 12.00							
<b>GRAND TOTAL:</b>				\$ 340.13		\$ -		\$ 47.08		\$ -		\$ -	293.05

BUDGET CODES		PROJECT CODE	
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$ -	200-1-21120-	308
TRAVEL (SCH GL)	\$ 47.08	203-1-51110	302
LODGING/MEALS	\$ -		302
CAR POOLING TRAVEL (SCH GL)	\$ -		302
OTHER	\$ 275.93	"	502
OTHER	\$ 17.22	"	811
OTHER	\$ -		
OTHER	\$ -		
<b>TOTAL</b>	\$ 340.13		

**REQU - RECEIVED FINANCE**  
JUN 2 9 2020  
C.S. SIR WILFRID LAURIER  
818 WILFRID LAURIER S.S.

**REQUESTED BY:**  
NAME (Please print): Paolo Galati

**APPROVED BY:**  
NAME (Please print):  
(Immediate Superior)

**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 Wednesday 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.

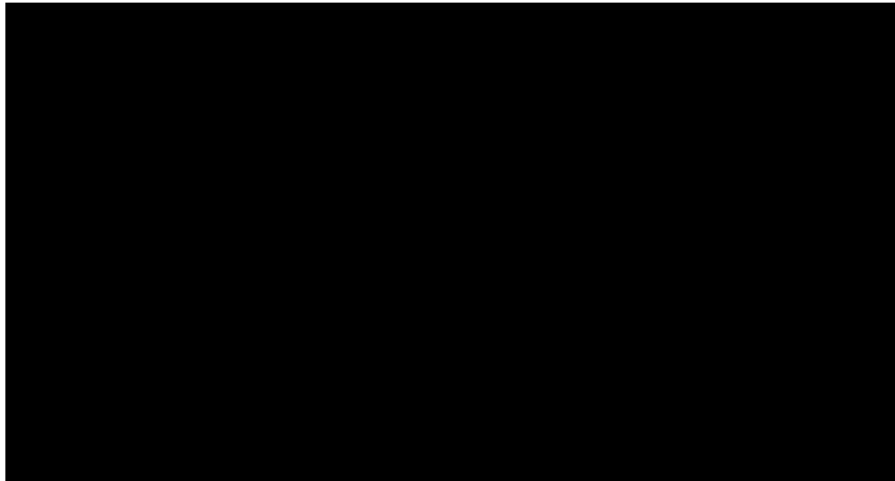
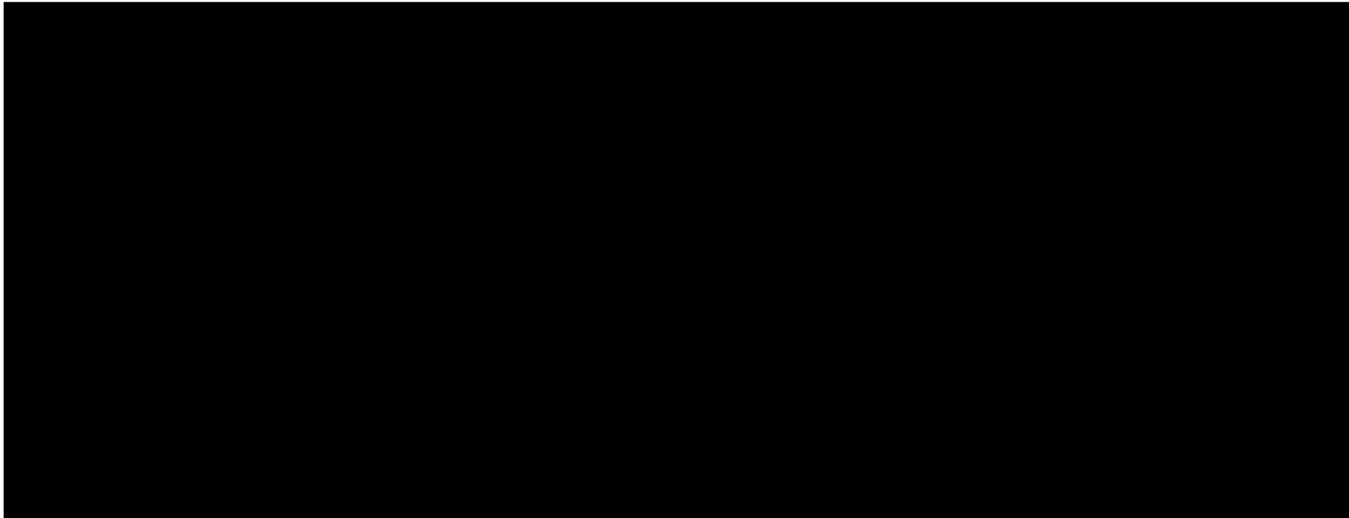
PAOLO GALATI

MAY 26 MAY 27 WETRANSFER AMSTERDAM

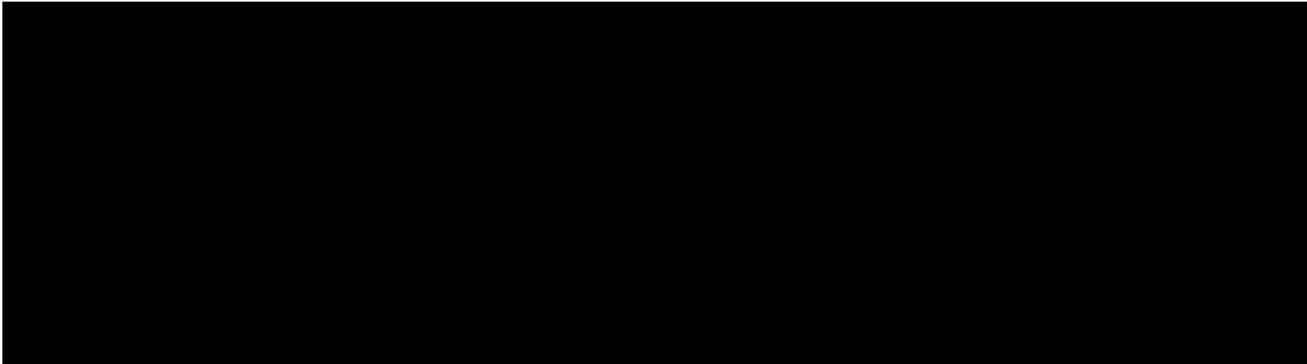
\$17.22

Foreign Currency: USD 12.00

Exchange rate: 1.435000



<b>WeTransfer Pro</b>	<u><b>US\$ 12.00</b></u>	Price
	<b>US\$ 12.00</b>	Total



**Total** CA\$275.93

CREDIT CARD SALE CA\$275.93

PIN VERIFIED

240.00

Total Discount Received : 0.00

Sub Total : 240.00

Tax1 (GST) : 23.93

Tax2 (QST) : 12.00

Grand Total : 275.93

Customer Paid : \$275.93