REVISED - 2015/03/25

Amount paid 407,44

[redacted]

AN ENGLISH EDUCATION, **A BILINGUAL FUTURE**

COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME:	Paolo Galati	SCHOOL:		PERIOD:	08-24 to 11-26
EMPL #:	PHONE #: [redacted]	JOB TITLE:	Chair	YEAR:	2021

	DATE (Mth/Dy/Yr) (AA/MM/JJ)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	TRAVEL CENTRAL AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	REGULAR TRAVEL AMOUNT	CAR POOLING TRAVEL @ $0.53/KM KM	CAR POOLING TRAVEL COST	MEALS	MEALS COST	LODGING # DAYS	LODGING COST	OTHER COST
1	09-01-21	[redacted]					11	$ 5.38		$ -					
2	09-01-21						2	$ 3.00		$ -					
3	09-01-21						13	$ 6.10		$ -					
4	09-02-21						12	$ 5.71		$					
5	09-02-21						45	$ 21.41							
6	09-02-21						35	$ 16.56		$ -					
7	09-07-21						67	$ 32.35		$ -					
8	09-08-21						21	$ 9.94		$ -					
9	09-08-21						33	$ 15.70		$ -					
10	09-08-21						17	$ 8.35		$ -					
11	09-08-21						18	$ 8.50		$ -					
12	09-24-21						24	$ 11.42		$ -					
13	09-25-21						135	$ 64.70		$ -					
14	09-25-21						35	$ 16.61		$ -					
15	10-01-21						7	$ 3.26		$ -					
16	10-03-21						19	$ 9.22		$ -					
	10-06-21						34	$ 16.32		$ -					
17	10-16-21						124	$ 59.33		$ -					
	10-01-21							$ -		$ -					10.00
	10-01-21							$ -	2	$ -		32.26			
	10-01-21							$ -	1	$ -		25.81			
	10-01-21							$ -	1	$ -		25.52			
	GRAND TOTAL:		$ 407,44 ~~356.[illegible]~~			$ -	650	$ 313.85		$ -		$ 83,59		$ -	$ 10.00

ENTERED DEC 0 1 2021

BUDGET CODES				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ 313.85	203-1-51110	302	
LODGING/MEALS	$ 83,59	"	302	
CAR POOLING TRAVEL (SCH G/L)	$ -		302	
OTHER PARKING	$ 10,00	"	302	
OTHER			592	
OTHER				
OTHER				
TOTAL	$ 407,44			

*** 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.

REQUESTED BY:

[redacted]

[redacted]

e-Transfer sent	[redacted]	10.00
e-Transfer sent	[redacted]	10.00

[redacted]

Soustotal:	$28.06
TPS:	$1.40
TVQ:	$2.80
Total:	$32.26
GrandTotal:	$32.26

[redacted]

[redacted]

SOUS-TOTAL	$22.45
TPS	$1.12
TVQ	$2.24
TOTAL	$25.81

[redacted]

[redacted]

SOUS-TOTAL	$22.20
TPS	$1.11
TVQ	$2.21
TOTAL	$25.52

[redacted]