

Amount paid 310.75

REÇU - RECEIVED
FINANCE

SEP 16 2 21

C.S SIR-WILFRID LAURIER
SIR WILFRID LAURIER

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE

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

ED Sep 21 2021

UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati		SCHOOL:		PERIOD: 06-11 to 08-23						
EMPLOYEE #:		JOB TITLE: Chair		YEAR: 2021						
DATE (MM/DD/YY) (AA/BB/CC)	LOCATION		DESCRIPTION NATURE OF BUSINESS	TRAVEL CENTRAL	REGULAR TRAVEL	CAR POOLING TRAVEL	MEALS	LODGING	OTHER	
	FROM	TO		Principal & Management Advisory Meetings	@ \$0.48/KM	@ \$4.53/KM				COST
06-11-21					184 \$ 88.42	✓				
06-16-21					23 \$ 10.85	✓				
06-17-21					7 \$ 3.26	✓				
06-22-21					9 \$ 4.32	✓				
06-22-21					184 \$ 88.22	✓				
06-29-21					139 \$ 66.72	✓				
07-09-21					34 \$ 16.32	✓				
08-18-21					34 \$ 16.32	✓				
08-22-21					34 \$ 16.32	✓				
GRAND TOTAL:					\$ 310.75					

BUDGET CODES		PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	\$ 310.75	200-1-21120-308
TRAVEL (SCH.GL)		203-1-51110-302
LODGING/MEALS		302
CAR POOLING TRAVEL (SCH.GL)		302
OTHER		302
OTHER		592
OTHER		
OTHER		
TOTAL:	\$	

- *** IMPORTANT ***
- 1 Kilometers are calculated at \$0.48/km.
 - 2 Car pooling kilometers are calculated at \$4.53/km.
 - 3 You must provide names of passengers in the descriptions line
 - 4 Attach ORIGINAL receipts to this form.
 - 5 This form must be signed by claimant and approved by your immediate supervisor
 - 6 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
 - 7 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 Marion Morette.
 - 8 Please complete this form electronically. This form is available on the Portal