REVISED - 2015/03/25

Amount paid 129.70

REÇU - RECEIVED

FEB 25 2021

FINANCE

[redacted]

AN ENGLISH EDUCATION, A BILINGUAL FUTURE

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

EN ANGLAIS, UN AVENIR BILINGUE

ENTERED

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: Paolo Galati [redacted]	SCHOOL:	PERIOD:	11-23 to 02-23
EMPL.# . PHONE #	JOB TITLE: Chair	YEAR :	2020-2021

Amount paid

MAR 18 2021

Initiale

DATE (Mth/Dy/Yr) (AA/00/00)	LOCATION FROM	LOCATION TO	DESCRIPTION/ NATURE OF BUSINESS	TRAVEL CENTRAL Principal & Management Advisory Meetings KM	AMOUNT	REGULAR TRAVEL @ $0.48/KM KM	AMOUNT	CAR POOLING @ $0.53/KM KM	COST	MEALS COST	LODGING # DAYS	LODGING COST	OTHER COST
11-23-20	[redacted]					34	$ 16.32		$ -				
12-15-20						23	$ 10.85		$ -				
01-28-21						34	$ 16.32		$ -				
01-29-21						26	$ 12.38		$ -				
02-02-21						29	$ 13.92		$ -				
02-05-21						29	$ 13.92		$ -				
02-09-21						29	$ 13.92		$ -				
02-12-21						26	$ 12.48		$ -				
02-12-21						7	$ 3.26		$ -				
02-19-21						34	$ 16.32		$ -				
							$ -		$ -				
							$ -		$ -				
							$ -		$ -				
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							$ -		$ -				
							$ -		$ -				
GRAND TOTAL:			$ 129.70		$ -	270	$ 129.70		$ -		$ -		$ -

BUDGET CODES

				PROJECT CODE
TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	200-1-21120-	308	
TRAVEL (SCH G/L)	$ 129.70	203-1-51110	302	
LODGING/MEALS	$ -		302	
CAR POOLING TRAVEL (SCH G/L)	$ -		302	
OTHER			302	
OTHER			592	
OTHER				
OTHER				
TOTAL	$ 129.70			

*** IMPORTANT ***

1. Kilometers are calculated at $0.48/km.
2. **Car pooling kilometers are calculated at $0.53/km.**
   You must provide names of passengers in the descriptions line.
3. Attach ORIGINAL receipts to this form.
4. This form must be signed by claimant and approved by your immediate supervisor.
5. 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.
6. 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.
7. Please complete this form electronically. This form is available on the Portal.

REQUESTED BY:

[redacted]