REVISED BY AG - FEB. 2018

SWLSB

☐ Submitted
☐ Paid

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

Name:	Tara Hellen Anderson	School:	203	Claim Number:	CN - 4
Empl. #:	[redacted] Phone number: [redacted]	Job Title:	Elementary Parent Commissioner	Year:	2022

DATE (Mth/Day/Yr)	LOCATION (Use School Number and SWLSB for Board Office. See KMChart for more info.)	DESCRIPTION NATURE OF BUSINESS	Round Trip	KM	TYPE OF MILEAGE	MILEAGE RATE	MILEAGE COST	MEALS (Includes Taxes and Tips) TYPE	MEALS #	MEALS COST	LODGING # DAYS	LODGING COST	OTHER DESCRIPTION	OTHER COST
05/18/2022	[redacted]	[redacted]	☑	128.2	Regular	0.48	$ 61.52	✓						
05/26/2022			☑	76.8	Regular	0.48	$ 36.86	✓						
			☐				$ -							
06/09/2022			☑	76.8	Regular	0.55	$ 42.24	✓						
06/21/2022			☑	110.2	Regular	0.55	$ 60.61	✓						
06/22/2022			☑	132.4	Regular	0.55	$ 72.82	✓						
06/23/2022			☑	75	Regular	0.55	$ 41.25	✓						
06/29/2022			☐	39	Regular	0.55	$ 21.45	✓						
06/29/2022			☐	4.2	Regular	0.55	$ 2.31	✓						
06/29/2022			☐	37.5	Regular	0.55	$ 20.63	✓						
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐			#N/A	$ -							
			☐		V	#N/A	$ -							
	GRAND TOTAL:	$ 359,71		#N/A	680.1 km		$ 359,71			$ -		$ -		$ -

BUDGET CODES

TRAVEL CENTRAL (PRINCIPALS ONLY)	$ -	214-1-21120-308
TRAVEL (SCH G/L)	$ 359,71	203-1-51110-302
LODGING/MEALS	$ -	203-1-51110-302
CAR POOLING TRAVEL (SCH G/L)	$ -	203-1-51110-302
	$ -	
	$ -	
	$ -	
	$ -	
TOTAL:	$ 359,71	

PROJECT CODE

***** IMPORTANT *****

1. Kilometers are calculated at $0.48/km for the first 5,000km.
2. Carpooling kilometers are calculated at $0.53/km. You must provide names of passengers in the description line
3. Attach ORIGINAL receipts to this form.
4. This form must be signed by claimant and approved by 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 4:00PM to the Finance department on the Tuesday of the week preceding a pay in order for it to be processed for the following pay. Principals, please send to Florence Delorme.
7. Please complete this form electronically.

REQUESTED BY:

[redacted]