

Employee Expense Form

2023-2024 School Year

*ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS

ENABLOVEE #

*ALL CLAIMS MUST	BE SUPPO	RTED BY ORIGINAL RECEIPTS	E	MPLOYEE #		
		EXPENSES				
DATE		DESCRIPTION (Explain item and purpose of item: Example - Pencil crayons for Art Grade 2 Class)	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
JAIL .			SOB-TOTAL	331	-	ACCOONT CODING
					-	
					_	
					_	
					_	
					-	
					_	
					_	
					-	
TOTAL EXPENSE	s				-	
		MILEAGE				
	KM Driven					
DATE	\$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Apr 12/24	26.0	GUTH to CO: Attended Teal Up at Guthrie School and Returned to CO After	13.62	0.68	14.30	426-400-501-000-22
Apr 18/24	22.0	CO to SCHS: Attended Creative Art Festival at SCHS	11.52	0.58	12.10	426-400-501-000-22
Apr 23/24	46.0	CO to CAM to CO: Attended Morinville Colony School to visit a classroom.	24.10	1.20	25.30	426-400-501-000-22
Apr 25/24	38.0	Home to Edmonton to Home: Early morning giving protocol at FNMI Conference.	19.90	1.00	20.90	426-400-501-000-22
Apr 26/24	33.0	Edmonton to CO: Return to CO after early meeting in Edmonton.	17.29	0.86	18.15	426-400-501-000-22
Apr 29/24	22.0	SCHS to CO: Dropped in to a PD Session at SCHS.	11.52	0.58	12.10	426-400-501-000-22
			-	-	-	
TOTAL MILEAGE	187.0		97.95	4.90	102.85	
TAL THIS PAGE			97.95	4.90	102.85	l l
TAL ALL PAGES						1
					2	=
entral Office		Shawna Warren, Superintendent		-	Apri	130,2024
hool/Location		Employee Name			Date	4 8/24
					w/~	2 8/04
		Irene Gibbons, Board Chair			101/1	11 012
1-Apr-24		Supervisor Name		85	- Lon	1 0/001