

Employee Expense Form

2023-2024 School Year

*ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS

EMPLOYEE #

	LAW LICE	EXPENSES				
DATE		DESCRIPTION (Explain Item and purpose of Item: Example - Pencil crayons for Art Grade 2 Class)	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
			101712		-	ACCOUNT COUNTY
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TÓTAL EXPENSES	s		- 1	-	-	
		MILEAGE	dia 13	41 17 15	2.10	
	KM Driven					
DATE	\$0.55/KM 44.0	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
May 09/24		CO to SCHS to CO: Attended Rotary Interact Club meeting at SCHS	23.05	1.15		426-400-501-000-22
May 16/24	42.0	St. Albert to Legislature Building to St. Albert: Meeting with Minister Nicolaides	22.00	1.10	23.10	426-400-501-000-22
May 17/24	22.0	CO to SCHS: Attended Staff Recognition Event at SCHS	11.52	0.58	12.10	426-400-501-000-22
May 24/24	32.0	EVENING: Home to Chateau Louis Conference Centre to Home: Edwin Parr Banquet	16.76	0.84	17.60	426-400-501-000-22
May 27/24	40.0	CO to LS to CO: Superintendent Visit/School Tour - Lilian Schick School	20.95	1.05	22.00	426-400-501-000-22
	40.0	CO to LS to CO: Superintendent Visit/School Tour - Lilian Schick School CO to NAM to CO: Attended Student Advisory Committee Meeting	20.95	1.05 1.10		426-400-501-000-22 426-400-501-000-22
May 27/24					23.10	
May 27/24 May 28/24 May 29/24	42.0	CO to NAM to CO: Attended Student Advisory Committee Meeting	22.00	1.10	23.10	426-400-501-000-22
May 27/24 May 28/24	42.0 36.0	CO to NAM to CO: Attended Student Advisory Committee Meeting	22.00 18.86	1.10 0.94	23.10 19.80	426-400-501-000-22 426-400-501-000-22