



Employee Expense Form

2023-2024 School Year

*ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS

EMPLOYEE #

EXPENSES

DATE	DESCRIPTION (Explain Item and purpose of Item: Example - Pencil crayons for Art Grade 2 Class)	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
				-	
				-	
				-	
				-	
TOTAL EXPENSES		-	-	-	

MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Mar 02/25	48.4	WEEKEND: Home to River Cree Casino to Home - ARES Conference Day 1	25.35	1.27	26.62	426-400-501-000-22
Mar 19/25	34.2	CO to Fantasyland Hotel - CASS Annual Learning Conference Evening 1	17.91	0.90	18.81	426-400-501-000-22
			-	-	-	
			-	-	-	
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			-	-	-	
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			-	-	-	
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TOTAL MILEAGE	82.6		43.27	2.16	45.43	

TOTAL THIS PAGE			43.27	2.16	45.43
TOTAL ALL PAGES					

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Tasha Oatway-McLay, Board Chair
Supervisor Name

1-Apr-24

April 1, 2025
Date

April 9, 2025
Date