



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
Apr 11/25	22.0	SCHS to CO: Return to CO After Teal Up Day & Meeting at SCHS	11.52	0.58	12.10	426-400-501-000-22
Apr 22/25	18.0	CO to BACS: Attended Evening School Council Meeting	9.43	0.47	9.90	426-400-501-000-22
Apr 23/25	58.0	CO to LT to GIB to CO: Superintendent Visits - Landing Trail and Gibbons	30.38	1.52	31.90	426-400-501-000-22
Apr 25/25	22.0	CO to SCHS: Attended Creative Arts Festival	11.52	0.58	12.10	426-400-501-000-22
Apr 28/25	39.6	EVENING: Home to Winspear Centre to Home: Attended Sturgeon Night of Music	20.74	1.04	21.78	426-400-501-000-22
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	159.6		83.60	4.18	87.78	
TOTAL THIS PAGE			83.60	4.18	87.78	
TOTAL ALL PAGES						

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Tasha Oatway-McLay, Board Chair
Supervisor Name

1-Apr-24

April 30, 2025
Date

May 7, 2025
Date