Employee Expense Form

2024-2025 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
Apr 19/25	CPA Alberta Membr Dues for Sean Nicholson year 2025	1,210.00	60.50	1,270.50	550-400-277-000-33
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL EXPENSES		1,210.00	60.50	1,270.50	

MILEAGE

DATE	KM Driven $0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
April 11/25	24.7	CO to Town of Gibbons for meeting	12.94	0.65	13.59	426-400-000-000-33
April 28/25	48.0	Ochre Park to SCHS Principal meeting at OP	25.14	1.26	26.40	426-400-000-000-33
April 28/25	22.0	SCHS to CO Principal Meeting at SCHS	11.52	0.58	12.10	426-400-000-000-33
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	94.7		49.60	2.48	52.09	

TOTAL THIS PAGE			1259.60	62.98	1322.59
TOTAL ALL PAGES					

CO
School/Location

Sean Nicholson
Employee Name

[redacted]
Employee Signature

05/02/2025
Date

Shawna Warren
Supervisor Name

[redacted]
Supervisor Signature

05/02/2025
Date

CHARTERED PROFESSIONAL ACCOUNTANTS ALBERTA

RECEIPT [redacted]

CPA ALBERTA

Suite 800, 444 - 7th Ave SW Calgary, AB T2P 0X8 Canada

T. 403.299.1300 **F.** 403.299.1339 www.cpaalberta.ca

Invoice To.

Sean NICHOLSON, CPA

[redacted] AB [redacted]

Canada

Invoice #: 1007[redacted]

Date: **Apr 19, 2025**

Member Dues for NICHOLSON, Sean [redacted] Edmonton year 2025

Description	Transaction Date	Amount
CPA Alberta Fee	**Apr 19, 2025**	$810.00
CPA Canada Fee	**Apr 19, 2025**	$400.00
	SUBTOTAL	$1,210.00
GST# 106904287RT0003	GST/HST	$60.50
Payment	**Apr 19, 2025**	($1,270.50)

THANK YOU FOR YOUR PAYMENT

BALANCE $0.00