



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
May 05/25	44.0	SH to CAM to CO: Superintendent School Visits - Sturgeon Heights to Camilla School	23.05	1.15	24.20	426-400-501-000-22
May 06/25	31.0	CO to GUTH to NAM/SCHS: Superintendent School Visits - Guthrie, Namao & SCHS	16.24	0.81	17.05	426-400-501-000-22
May 23/25	31.6	EVENING: Home to Chateau Louis to Home - ASBA Zone 2/3 Edwin Parr Awards Evening	16.55	0.83	17.38	426-400-501-000-22
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TOTAL MILEAGE	106.6		55.84	2.79	58.63	

TOTAL THIS PAGE			55.84	2.79	58.63
TOTAL ALL PAGES					

Central Office
School/Location

Shawna Warren, Superintendent
Employee Name

Tasha Oatway-McLay, Board Chair
Supervisor Name

1-Apr-24

June 9, 2025
Date

June 18, 2025
Date