

## 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
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
<b>TOTAL EXPENSES</b>		-	-	-	

**MILEAGE**

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
May 07/25	21.0	Sturgeon Heights to CO from meeting	11.00	0.55	11.55	426-400-000-000-33
May 14/25	74.4	Home to Free Spirit Ranch and return home for Long Serv Awards	38.97	1.95	40.92	426-400-000-000-33
May 20/25	54.0	CO to Gibbons School attend a meeting and return to CO	28.29	1.41	29.70	426-400-000-000-33
May 22/25	49.4	Co To Town of Gibbons attend a meeting and return to CO	25.88	1.29	27.17	426-400-000-000-33
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	198.8		104.13	5.21	109.34	

TOTAL THIS PAGE			104.13	5.21	109.34
TOTAL ALL PAGES					

CO  
School/Location

Sean Nicholson  
Employee Name

Employee Signature

05/29/2025

Date \_\_\_\_\_

Shawna Warren  
Supervisor Name

Supervisor Signature

05/29/2025

Date \_\_\_\_\_