



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
Jun 01/25	319.0	WEEKEND: Travel to Calgary - ASBA/PSBAA	167.10	8.35	175.45	426-400-501-000-22
June 5/2025	319.0	EVENING: Travel Home from Calgary - ASBA/PSBAA	167.10	8.35	175.45	426-400-501-000-22
Jun 11/25	25.2	Cattail Golf Club to CO: Return to CO from Admin Council	13.20	0.66	13.86	426-400-501-000-22
Jun 14/25	135.0	WEEKEND: Home to Redwater to Home - Graduation Ceremony	70.71	3.54	74.25	426-400-501-000-22
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TOTAL MILEAGE	798.2		418.10	20.91	439.01	
TOTAL THIS PAGE			418.10	20.91	439.01	
TOTAL ALL PAGES						

Central Office

School/Location

Shawna Warren, Superintendent

Employee Name

Tasha Oatway-McLay, Chair

Supervisor Name

Supervisor Signature

Date

June 25, 2025
August 13, 2025

Date

1-Apr-24