

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
Aug 15/25	Parking Receipt CASS Conference	18.90		18.90	610 400 000 000 33
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL EXPENSES		18.90	-	18.90	

MILEAGE

DATE	KM Driven \$0.55/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
			-	-	-	426-400-503-000-33
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	0.0		-	-	-	

TOTAL THIS PAGE			18.90	0.00	18.90
TOTAL ALL PAGES					

CO	School/Location
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Sean Nicholson
Employee Name

Employee Signature

09/05/2025

Date _____

Shawna Warren
Supervisor Name

Supervisor Signature

09/05/2025

Date _____

Ice District Central Parkade - Lot 1080

Location:

Terminal: P2 JW Marriot

Plate: BZL5759

GST #: 84244-6874 RT0001

Valid until:

**FRI 15 AUG 2025
06:00 PM**

Start Time: 8/15/2025 7:23 AM

Amount Paid: \$18.90

AUTH: 101076

TRN: 0013440080-H

Receipt #: 17005

TRANSACTION RECORD

PURCHASE

INTERAC

FLASH DEFAULT

Amount: \$ 18.90

15/08/2025 7:24:00 AM

TID: **1438**

Trans.Ref.: 0013440080 H

Auth #: 101076

INTERAC

AID: A0000002771010

TVR: 0000008000

00/001

APPROVED - THANK YOU

— IMPORTANT —

Retain this copy for your records

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