

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME:	Daria Galati		PHONE:	[REDACTED]	JOB TITLE:	Chbr	YEAR:	2022
DATE (MM/DD/YY)	LOCATION		DESCRIPTION / NATURE OF BUSINESS	CLASSIFICATION	TRAVEL	TRAVEL	MILEAGE	TOTAL
	FROM	TO						
04-03-22					34	\$ 16.32		
04-03-22								47.38 (1)
04-07-22					34	\$ 16.32		
04-07-22								27.02 (2)
04-13-22								
04-14-22					35	\$ 13.88		
04-14-22								27.77 (3)
04-21-22					33	\$ 6.10		
04-21-22								26.08 (4)
04-21-22					35	\$ 18.77		
04-21-22					35	\$ 23.33		
04-23-22					35	\$ 16.61		
04-27-22								30.84 (5)
04-29-22					39	\$ 4.42		
04-27-22								40.00 (6)
05-02-22					31	\$ 14.98		
05-08-22					34	\$ 11.53		
05-07-22					35	\$ 16.61		
05-09-22					30	\$ 33.41		
05-09-22								26.71 (7)
05-14-22					35	\$ 16.61		
05-15-22					42	\$ 68.06		
05-18-22					30	\$ 87.74		
05-18-22					32	\$ 16.61		
05-18-22								21.12 (8)
05-23-22					34	\$ 16.61		
05-25-22								32.80 (9)
05-26-22					34	\$ 12.90		
05-28-22					36	\$ 13.44		
05-27-22								51.73 (10)

GRAND TOTAL: 907 437.43 342.04 15 51.731

BUDGET CODES			
TRAVEL (SCH G/L)	\$ 437.43	203-1-51110	302
LODGING/MEALS	\$ 284.57		302
CAR POOLING TRAVEL (SCH G/L)			302
OTHER			302
OTHER			592
OTHER			
OTHER			

Car pooling kilometers are calculated at \$0.53/km. You must provide names of passengers in the descriptions line.

This form must be signed by claimant and approved by your immediate supervisor.

Expenses must be submitted by 4:30pm to Finance on the following day. Principals please send to Manon Morale.

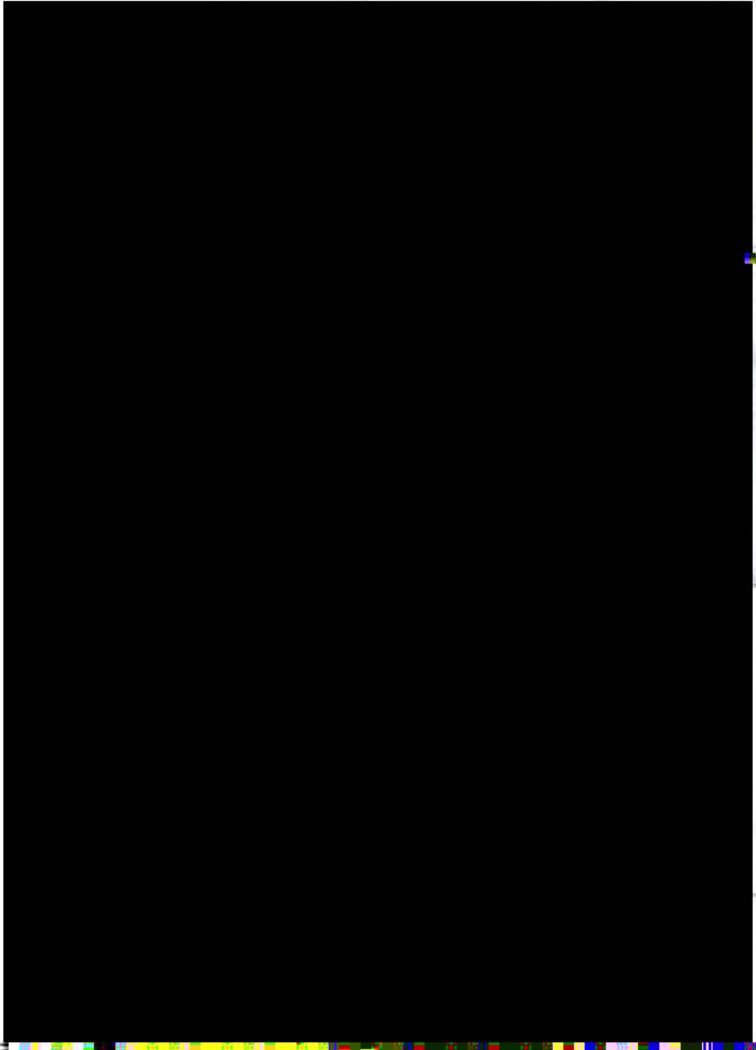
Please complete this form electronically. This form is available on the Parent Portal.

ENTIERE

10

[Redacted Table]

Sous-Total	\$49
TVD	\$1.97
TPS	\$0.97
Tax Total	\$2.94
Grand Total	\$52.91
Visa	\$49.96
Change Due	\$2.95



TOTAL = \$47,500 \$



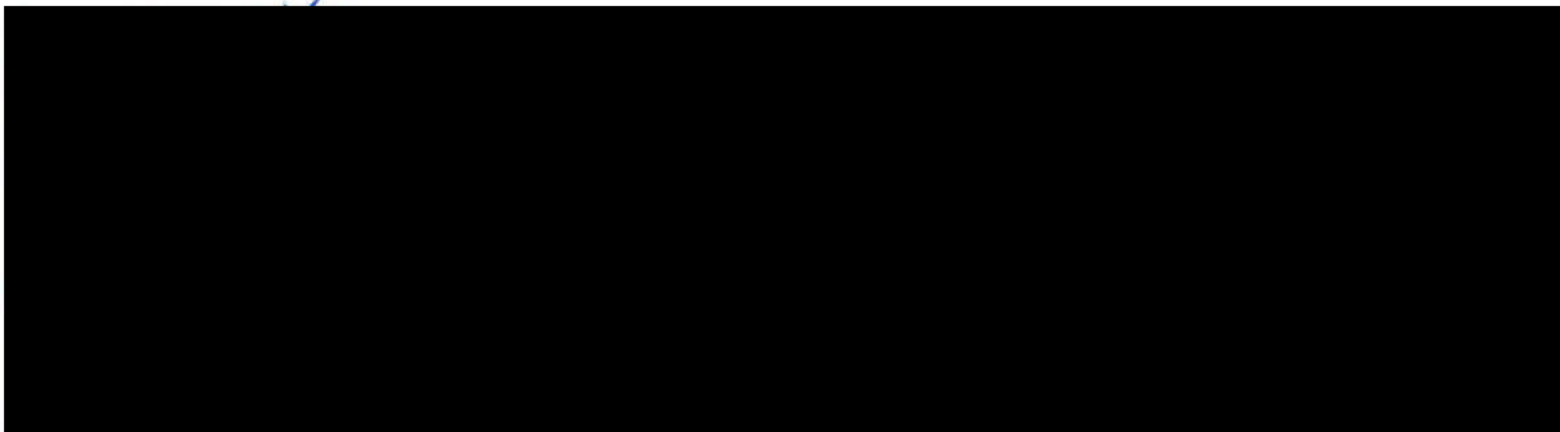
TOTAL \$27.77

SUBS-TOTAL \$23.50
TDC

TOTAL \$27.02 ✓

Total : 27.02 \$

Total : 27.77 \$
PAIEMENT REQU



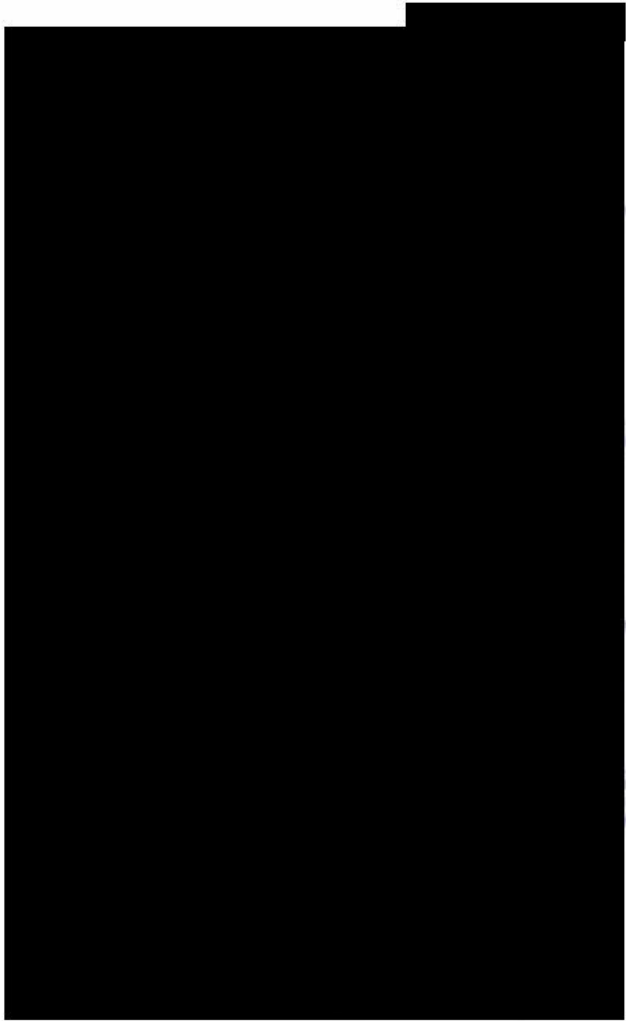
\$40



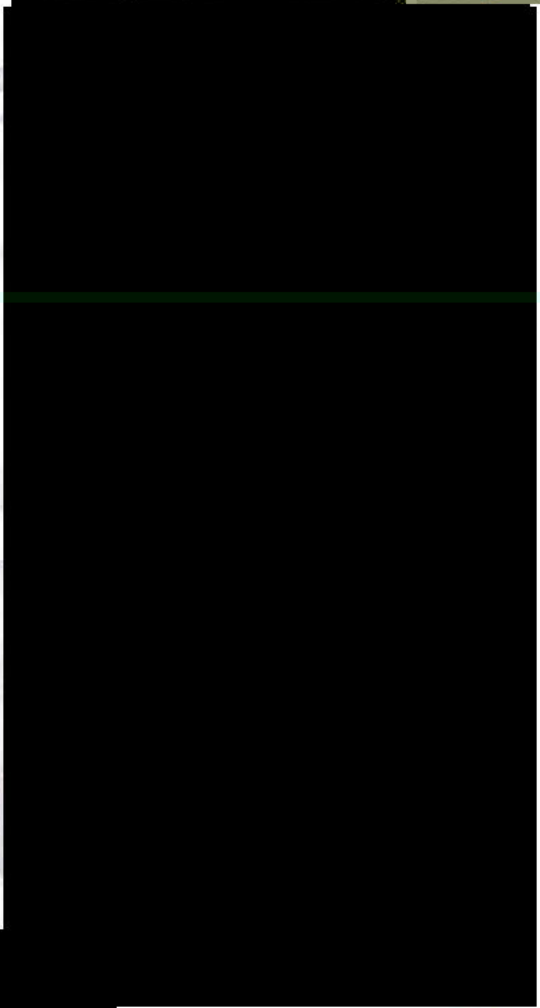
SUBS-TOTAL \$22.20
TPS \$1.11

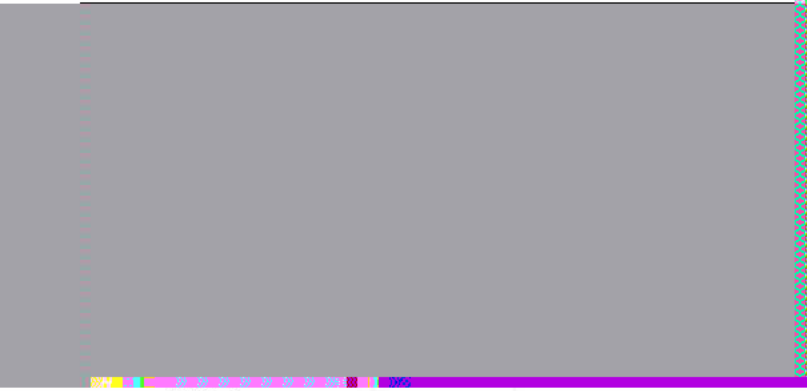
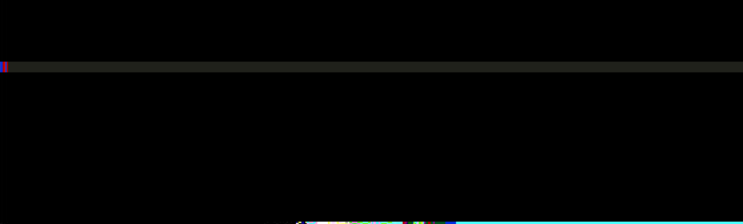
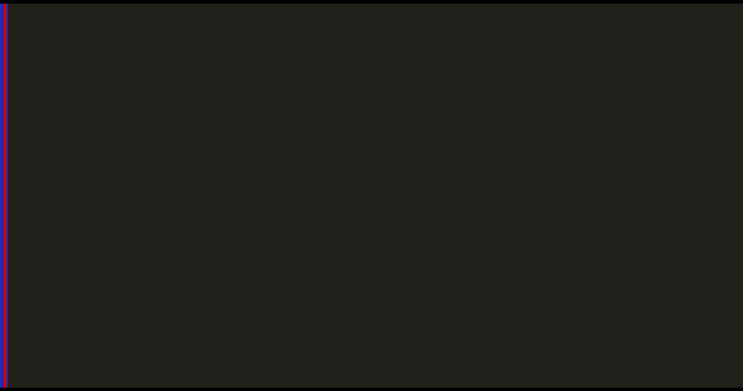
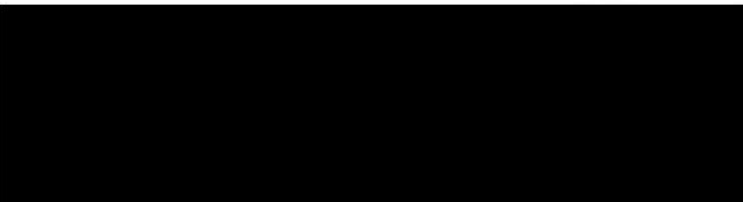
TOTAL \$23.32

5



Total
TPS 0.11
TVG 0.22
Total Surplus





ACHAT
TOTAL

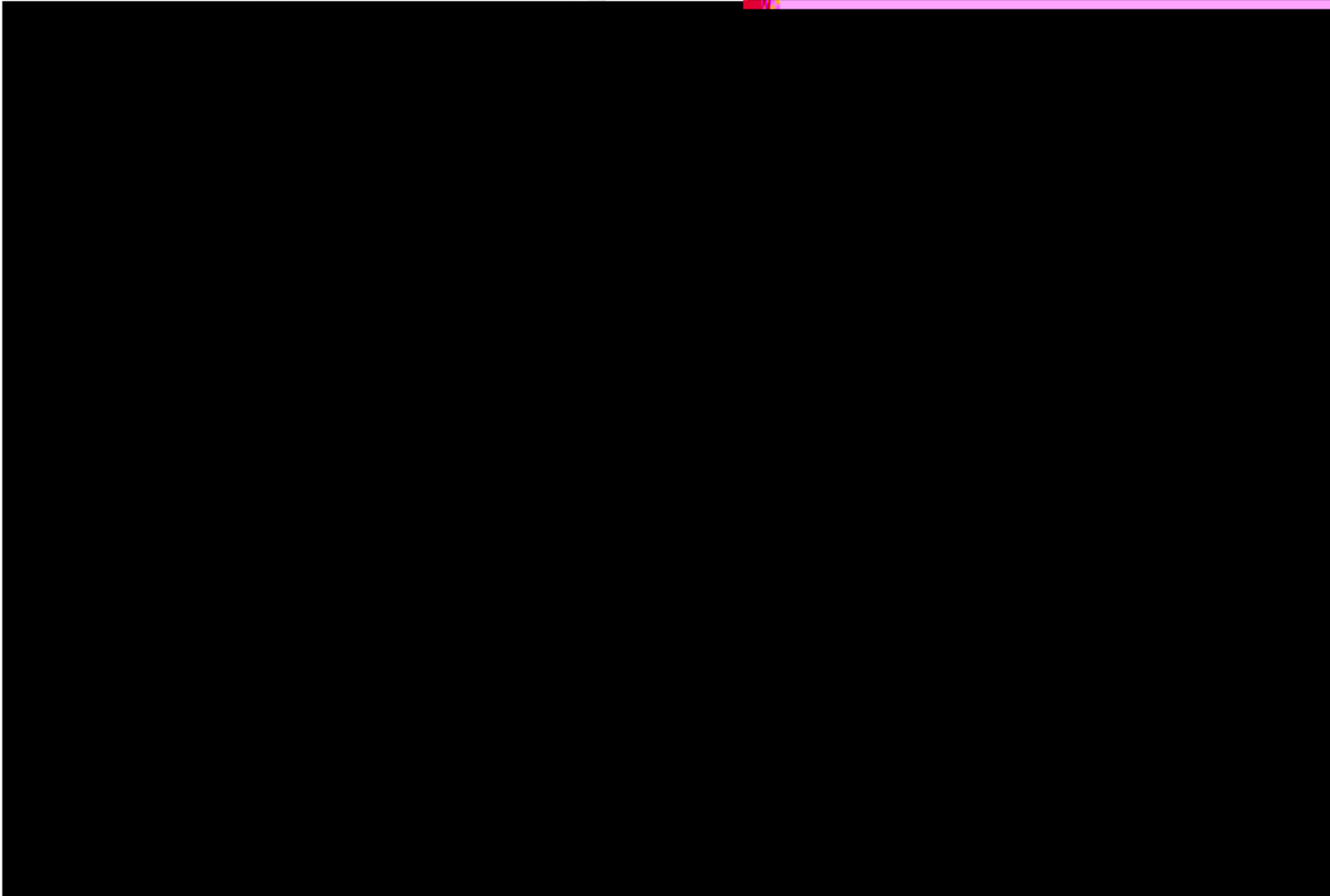
\$28.17



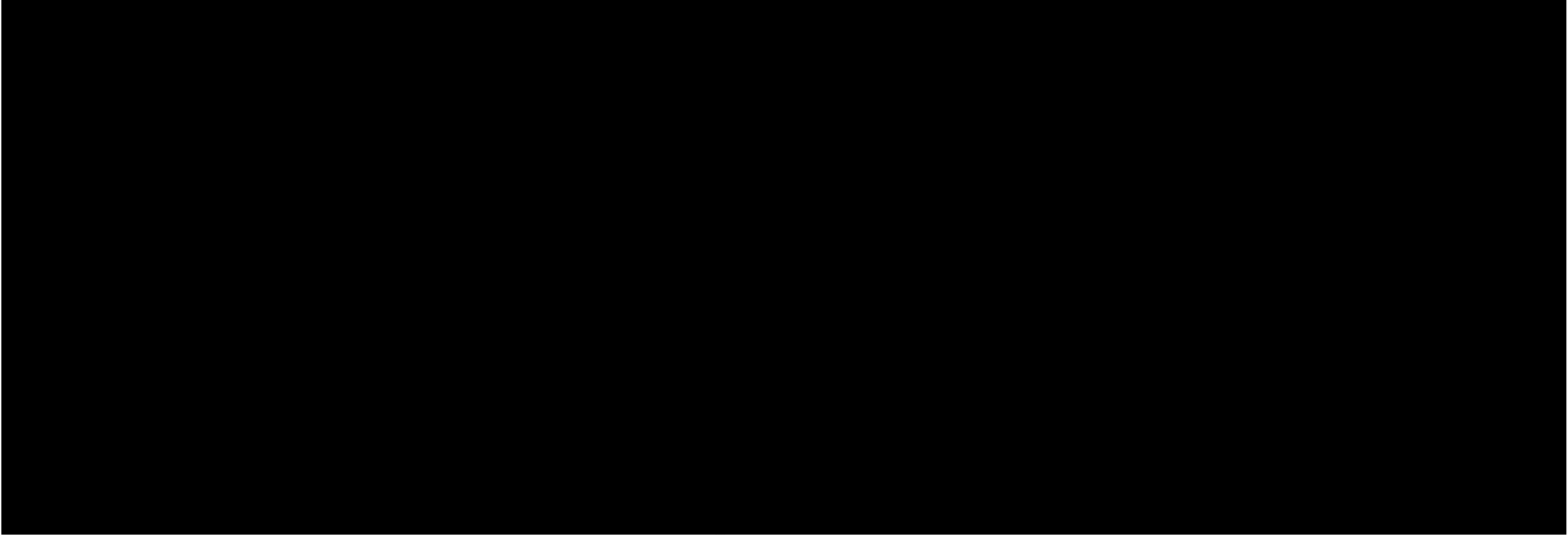
T.P.S.
I.V.O.
TOTAL

\$11.60
\$2.44

\$20.17







Item(s) Subtotal: CDN\$ 44.99

Shipping & Handling: CDN\$ 0.00

Total before tax: CDN\$ 44.99

