

AN ENGLISH EDUCATION
A BILINGUAL FUTURE



UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE

EXPENSES REIMBURSEMENT POLICY FORM - ALL EMPLOYEES

NAME: **Paolo Galati** SCHOOL: **[REDACTED]** PERIOD: **05.05 to 06.25**
 EMPL #: **[REDACTED]** PHONE #: **[REDACTED]** JOB TITLE: **Chair** YEAR: **2020**

DATE (Mth/Dy/YY) (AA/0000)	LOCATION		DESCRIPTION NATURE OF BUSINESS	TRAVEL CENTRAL		REGULAR TRAVEL		CAR POOLING TRAVEL		Lodging	Other	
	FROM	TO		KM	AMOUNT	KM	AMOUNT	KM	COST			COST
05/26/20			[REDACTED]									\$17.22
06/12/20			[REDACTED]			43	\$ 20.64					
06/18/20			[REDACTED]			29	\$ 14.11					
06/18/20			[REDACTED]									275.93
06/18/20			[REDACTED]									

GRAND TOTAL: \$ **342.13** \$ **47.08**

TRAVEL CENTRAL (PRINCIPALS ONLY)	BUDGET CODES	PROJECT
TRAVEL (SCH GL)	\$ 47.08 203-1-51110	302
LODGING/MEALS	\$	302
CAR POOLING TRAVEL (SCH GL)	\$	302
OTHER	\$ 275.93 203-1-51110	302
OTHER	\$ 17.22 203-1-51110	302
OTHER	\$	302
OTHER	\$	302
TOTAL	\$ 342.13	

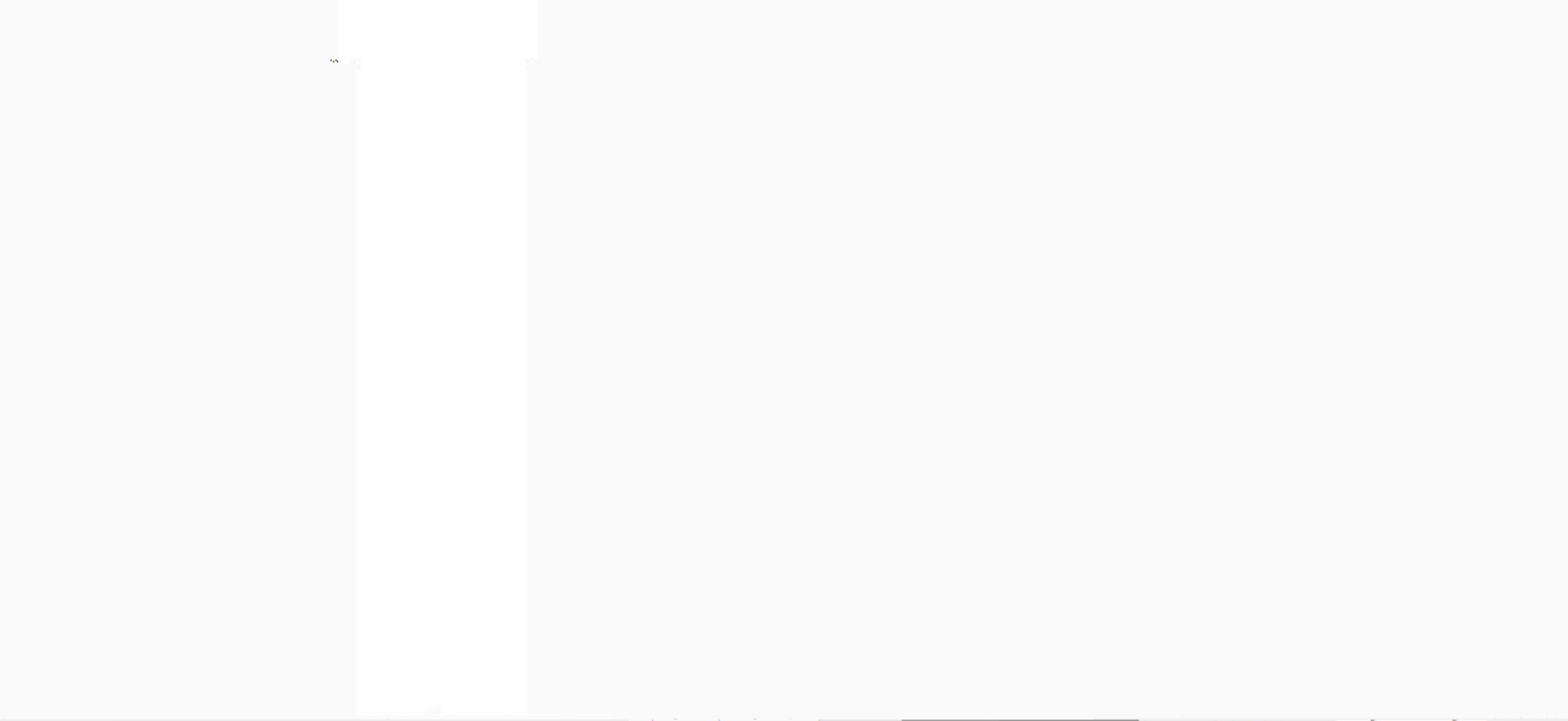
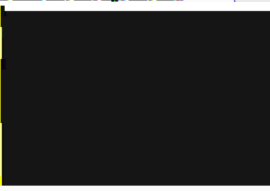
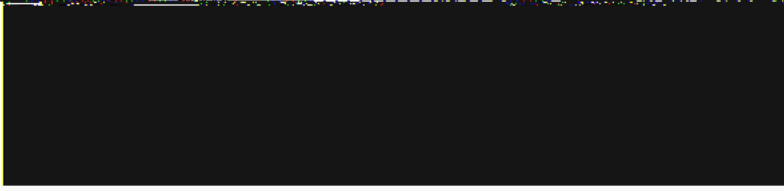
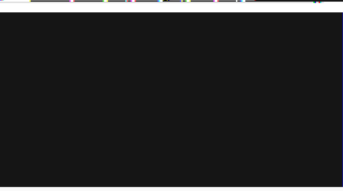
REQUESTED BY: [REDACTED]
 NAME (Please print): [REDACTED]
 APPROVED BY: [REDACTED]
 (Immediate Superior)

RECEIVED FINANCE JUN 2 2020
SIR WILFRID LAURIER

ENTERED

- Kilometers are calculated at 50.49/km
- Car pooling must be used whenever possible
- Attach ORIGINAL receipts to this form.
- This form must be cleaned, reprinted and processed by your immediate supervisor.
- This expense claim form is not to be used for the purchasing of equipment and supplies for your school.
- This form must be submitted by the end of the week preceding a pay in order for it to be processed.

PAOLO GATTA



Total CA\$275.95

CREDIT CARD SALE CA\$275.93

PIN VERIFIED

Total Discount Received : 0.00

Sub Total : 240.00

Tax1 (GST) : 25.95

Tax2 (QST) : 10.00

Grand Total : 275.95

Customer Paid : \$275.93

240.00