

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE



UNE
EDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

TRAVEL & REPRESENTATION EXPENSES CLAIM FORM - *FOR COMMISSIONERS ONLY*****

| NAME | | JOB TITLE | | MONTH | | YEAR | | | | | | | | | | |
|------------------------------------|------------------|--------------|------------------------------------|-----------------------------------|----------|-----------|-----------|----------------|----------|-----------------|-------------|--------|-----------|------|-----------|-------|
| Vicky Kallotzakis | | Commissioner | | 2019-08-21 to 2019-11-07 | | 2019 | | | | | | | | | | |
| EMPLOYEE NO. | GENERAL EXPENSES | | | PROFESSIONAL IMPROVEMENT | | | | | | | | | | | | |
| DATE (Yr-Mth-Day) 2011-01-01 | LOCATION | | DESCRIPTION/ NATURE OF BUSINESS | 302 TRAVEL Standing Committees | | 302 MEALS | 302 OTHER | 302 TRAVEL PIC | | 812 CONFERENCES | 302 LODGING | | 302 MEALS | | 302 OTHER | |
| | FROM | TO | | KM | AMOUNT | | | # | COST | | COST | KM | AMOUNT | COST | | #DAYS |
| 2019-08-21 | Home | Head office | 240 Committee | 27 | 17.76 | 12.96 | | | | | | | | | | |
| 2019-08-27 | Home | [Redacted] | Understanding Parental Rights | 32 | 15.36 | | | | | | | | | | | |
| 2019-09-10 | Home | LJA | General Assembly | 6 | 3.00 | | | | | | | | | | | |
| 2019-09-17 | Home | LSA | Open House | 4 | 3.00 | | | | | | | | | | | |
| 2019-09-20 | Home | LSA | Homecoming | 4 | 3.00 | | | | | | | | | | | |
| 2019-09-21 | Home | RHS | Graduation | 27 | 17.76 | 12.96 | | | | | | | | | | |
| 2019-09-26 | Home | LSA | Curriculum Night | 4 | 3.00 | | | | | | | | | | | |
| 2019-10-08 | Home | [Redacted] | LSA Graduation | 8 | 3.84 | | | | | | | | | | | |
| 2019-10-07 | Home | [Redacted] | Phoenix Graduation | 8 | 3.84 | | | | | | | | | | | |
| 2019-10-10 | Home | [Redacted] | Retirement Dinner | 3 | 3.00 | | | | | | | | | | | |
| 2019-10-22 | Home | LJA | Student Appreciation | 6 | 3.00 | | | | | | | | | | | |
| 2019-10-23 | Home | [Redacted] | Carnaval & Monsters | 8 | 3.84 | | | | | | | | | | | |
| 2019-11-01 | Home | [Redacted] | QESBA Annual Conference | | | | | 5 | 36.00 | | 1 | 189.22 | | | | |
| 2019-11-07 | Home | Head office | SEAC | 27 | 17.76 | 12.96 | | | | | | | | | | |
| GRAND TOTAL | | | | 194 | \$ 98.16 | \$ - | \$ - | 75 | \$ 36.00 | \$ - | \$ 189.22 | \$ - | \$ - | \$ - | \$ - | \$ - |

| BUDGET CODES | | |
|----------------|-----------|---------------------|
| TRAVEL | \$ 119,76 | 203- 1- 51110 - 302 |
| MEALS | \$ - | 203- 1- 51110 - 302 |
| OTHER LODGING | \$ 189,22 | 203- 1- 51110 - 302 |
| | XXX | |
| | XXX | |
| PIC - TRAVEL | \$ - | 203- 1- 55500 - 302 |
| PIC-CONFERNCES | \$ - | 203- 1- 55500 - 812 |
| PIC -LODGING | \$ - | 203- 1- 55500 - 302 |
| PIC - MEALS | \$ - | 203- 1- 55500 - 302 |
| PIC - OTHER | \$ - | 203- 1- 55500 - 302 |
| *ADVANCE | | 000-1-01503-000 |
| TOTAL | \$ 223,38 | 308,98 |

FOR USE BY:
 1 Kilometers are calculated at \$0.48/km.
 2 Attach ORIGINAL receipts to this form.
 3 This form must be signed by claimant and duly approved.
 4 Expense claims must be submitted by 4.30 pm to Finance on the Wednesday of the week preceding a pay in order for it to be processed for the following pay.
 5 Please complete this form electronically. This form is available on the Portal.

REQUESTED BY: