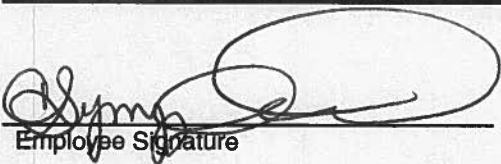


# Staff Expense Claim

NAME:	Colleen Sym-Watt	Travel		MEALS		MISC EXPENSES		EXPENSE TOTAL
Date	Function & Location	Dist. (KM)	Dist @ .50 per KM	B-10.00 L-15.00 S-25.00	Desc: B,L,S	DESCRIPTION	AMOUNT	
Sep 2/14	Mtg at Pembina North		\$ -	\$ 15.00	L			\$ 15.00
Sep 17/14	ADLC Senior Admin Mtg		-	\$ 25.00	B, L			\$ 25.00
Sep 30/14	School Visit		-	\$ 15.00	L			\$ 15.00
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<b>SUBTOTALS</b>			\$ -	\$ 55.00			\$ -	\$ 55.00
						<b>DEDUCTIONS</b>		
						<u>Specify</u>	<u>Amount</u>	
						<b>Total for ACCT Pay</b>	\$ 55.00	

*Kim Weber* Oct 1, 2014  
*Colleen Sym-Watt* Sept 30, 2014

NAME: Colleen Symyrozum-Watt		Travel			MEALS		MISC EXPENSES		EXPENSE TOTAL		
Date	Function & Location	Dist. (KM)	Dist @ .38 per KM	Travel (Bus) Fare	B-10.00 L-12.00 S-20.00	Desc: B,L,S	DESCRIPTION	AMOUNT			
	CASS Board of Directors										
08-Oct-14	Teleconference	\$	-		\$ 10.00	B		\$ 10.00	\$	10.00	
20-Oct-14	Evaluation Mtg -Principal	\$	-		\$ 10.00	B		\$ 10.00	\$	10.00	
24-Oct-14	Trades/Apprentice Board	\$	-		\$ 22.00	BL		\$ 22.00	\$	22.00	
15-Oct-14	ADLC Sr. Admin Mtg	\$	-		\$ 10.00	B		\$ 10.00	\$	10.00	
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<b>SUBTOTALS</b>		\$	-	\$	-	\$	52.00	\$	52.00	\$	52.00


  
 Employee Signature

\_\_\_\_\_  
 Date

**DEDUCTIONS**

Amount


  
 Supervisor Signature

\_\_\_\_\_  
 Date

**Total for ACCT Pay** \$ 52.00

**NAME: Colleen Symyrozum-Watt**


**Travel**

**MEALS**

**MISC EXPENSES**

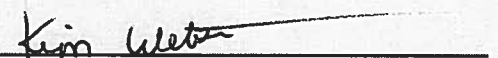
**EXPENSE TOTAL**

Date	Function & Location	Dist. (KM)	Dist @ .38 per KM	Travel (Bus) Fare	B-10.00 L-12.00 S-20.00	Desc: B,L,S	DESCRIPTION	AMOUNT	EXPENSE TOTAL
14-Nov-14	Admin Agenda Setting	\$	-		\$ 10.00	B		\$ 10.00	\$ 10.00
28-Nov-14	Meeting with ADM Lindquist	\$	-		\$ 10.00	B		\$ 10.00	\$ 10.00
16-Nov-14	ASBA Fall General	\$	-		\$ 12.00	L		\$ 12.00	\$ 12.00
		\$	-						\$ -
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<b>SUBTOTALS</b>		\$	-	\$	-	\$	32.00	\$ 32.00	\$ 32.00

  
Employee Signature

\_\_\_\_\_  
Date

**DEDUCTIONS** Amount

  
Supervisor Signature

Jan 14, 2015  
Date

**Total for ACCT Pay** \$ 32.00

NAME: Colleen Symyrozum-Watt

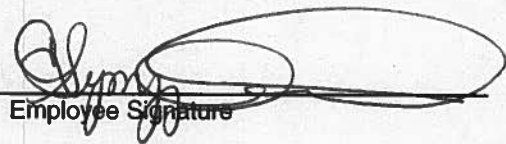
Travel

MEALS

MISC EXPENSES

EXPENSE TOTAL

Date	Function & Location	Dist. (KM)	Dist @ .38 per KM	Travel (Bus) Fare	MEALS		DESCRIPTION	AMOUNT	EXPENSE TOTAL
					B-10.00 L-12.00 S-20.00	Desc: B,L,S			
05-Dec-14	CASS Zone 2/3 Meeting	\$ -	-		\$ 10.00	B		\$ 10.00	\$ 10.00
09-Dec-14	Evaluation	\$ -	-		\$ 10.00	B		\$ 10.00	\$ 10.00
		\$ -	-						-
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<b>SUBTOTALS</b>		\$ -	-	\$ -	\$ 20.00			\$ 20.00	\$ 20.00



Employee Signature

Date



Supervisor Signature

Jan 14, 2015  
Date

DEDUCTIONS

Amount

Total for ACCT Pay

\$ 20.00

**Staff Expense Claim**

F3-08-A  
Revised January 19, 2015

NAME: Colleen Symyrozium-Watt

LOCATION: Regional Services

DATE DD-MON- YR	PLACE OF ORIGIN	PLACE OF VISIT	FUNCTION	AUTH INITIALS	TRAVEL DISTANCE (KM)	PER KM RATE \$ 0.50	MEALS SELECT Breakfast Lunch or Supper	MEALS B-10.00 L-15.00 S-25.00	MISC EXPENSES DESCRIPTION (Accommodation, Taxi, Parking, etc.)	AMOUNT	EXPENSE TOTAL
5-Jan-15	place	Travel	ATA Meeting		-	-	Lunch	15.00		\$ -	\$ 15.00
6-Jan-15	place	place	Admin Agenda Planning		-	-	Breakfast	10.00		\$ -	\$ 10.00
12-Jan-15	place	place	Principal Walkthrough		-	-	Breakfast	10.00		\$ -	\$ 10.00
12-Jan-15	place	place	2nd Principal Walkthrough		-	-	Lunch	15.00		\$ -	\$ 15.00
13-Jan-15	place	place	Destiny Education meeting		-	-	Breakfast	10.00		\$ -	\$ 10.00
21-Jan-15	place	place	Meeting with Minister		-	-	Breakfast	10.00		\$ -	\$ 10.00
22-Jan-15	place	place	High School Redesig Mtg.		-	-	Breakfast	10.00		\$ -	\$ 10.00
27-Jan-15	place	place	Dual Credit Meeting		-	-	Breakfast	10.00		\$ -	\$ 10.00
8-Dec-14	Westjet - change flight				-	-				\$ 311.14	\$ 311.14
10-Dec-14	Supershuttle				-	-				\$ 41.25	\$ 41.25
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					0	\$ 90.00				\$ 90.00	\$ 90.00
										\$ 352.39	\$ 442.39
<b>Enter Other Travel Here (to wrap text in the large field below, enter data, hit enter, return to field, then go to menu bar above where your data shows, and hit</b>											

DEDUCTIONS: (Please specify)

Amount

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Total for ACCT Pay \$ 442.39

TOTAL DEDUCTIONS:

\$ -

TOTAL EXPENSE CLAIM:

\$ 442.39

\$ -

\$ -

\$ -

*Kim M...*

### Staff Expense Claim

F3-08-A

Revised January 19, 2015

NAME: Colleen Symyozum-Watt

LOCATION: Regional Services

DATE DD-MON-YR	PLACE OF ORIGIN	PLACE OF VISIT	FUNCTION	AUTH INITIALS	TRAVEL DISTANCE (KM)	PER KM RATE \$ 0.50	MEALS SELECT Breakfast Lunch or Supper	MEALS B-10.00 L-15.00 S-25.00	MISC EXPENSES DESCRIPTION (Accommodation, Taxi, Parking, etc.)	AMOUNT	EXPENSE TOTAL
3-Feb-15	place	place	ADLC Planning		-	-	Breakfast	\$ 10.00		\$ -	\$ 10.00
4-Feb-15	place	place	ADLC Planning		-	-	Supper	\$ 25.00		\$ -	\$ 25.00
18-Feb-15	place	place	Meeting with AB Ed		-	-	Lunch	\$ 15.00		\$ -	\$ 15.00
20-Feb-15	place	place	Meeting at RF Staples		-	-	Breakfast	\$ 10.00		\$ -	\$ 10.00
	place	place			-	-				\$ -	\$ -
	place	place			-	-				\$ -	\$ -
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	place	place			-	-				\$ -	\$ -
			<b>Total</b>		0	\$ -		\$ 60.00		\$ 40.25	\$ 100.25

Enter **Other Travel Here** (to wrap text in the large field below, enter data, hit enter, return to field, then go to menu bar above where your data shows, and hit

3-Feb-15 ADLC Planning - Supper meeting \$ 26.01 \$ 26.01

18-Feb-15 No Frills Foods - Admin Planning \$ 14.24 \$ 14.24

**DEDUCTIONS: (Please specify)**

Amount

\$ -

\$ -

Total for ACCT Pay \$ 100.26

**TOTAL DEDUCTIONS:** \$ -

**TOTAL EXPENSE CLAIM:** \$ 100.25

Budget Code: ████████████████████

Employee Signature: 

Supervisor Signature: 