

Staff Expense Claim


NAME:		Tracy Meunier			LOCATION:		Regional Office			
				TRAVEL	PER KM RATE		MEALS	MISC EXPENSES		EXPENSE TOTAL
DATE	PLACE OF ORIGIN	PLACE OF VISIT	FUNCTION	DIST. (KM)	\$ 0.50	Breakfast Lunch or Supper	B-10.00 L-15.00 S-25.00	DESCRIPTION	AMOUNT	
Regional Division Travel										
Oct 2	Barrhead	Swan Hills	Meeting with school admin - budget	210	\$ 105.00		\$ -		\$ -	\$ 105.00
Oct 8	Barrhead	Westlock	C:2 meeting	86	\$ 43.00		\$ -		\$ -	\$ 43.00
Oct 15	Barrhead	Edmonton	ADLC Senior Admin meeting	242	\$ 121.00	Breakfast	\$ 10.00		\$ -	\$ 131.00
Oct 17 - 23	Barrhead	Edmonton	CACE Conference	242	\$ 121.00		\$ -		\$ -	\$ 121.00
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
Additional Mileage										
Oct 28		Hazel Bluff - Crucial Conversations		64	\$ 32.00		\$ -		\$ -	\$ 32.00
Oct 17-23		Edm Int'l Airport - Nisku		286	\$ 143.00	Breakfast	\$ 10.00		\$ -	\$ 153.00
					\$ -	Lunch	\$ 15.00		\$ -	\$ 15.00
					\$ -		\$ -		\$ -	\$ -
					\$ -		\$ -		\$ -	\$ -
					\$ -		\$ -		\$ -	\$ -
					\$ -		\$ -		\$ -	\$ -
					\$ -		\$ -		\$ -	\$ -
					\$ -		\$ -		\$ -	\$ -
					\$ -		\$ -		\$ -	\$ -
				1,130.00	\$ 565.00		\$ 35.00		\$ -	\$ 600.00
DEDUCTIONS: (Please specify)								Amount		
CACE conference								\$ 259.35		
								\$ -		
								\$ -		
TOTAL DEDUCTIONS:								\$ 259.35		
TOTAL EXPENSE CLAIM:								\$ 340.65		

Employee Signature:

Supervisor Signature:

Staff Expense Claim

NAME: Tracy Meunier			LOCATION: Regional Office							
DATE	PLACE OF ORIGIN	PLACE OF VISIT	FUNCTION	TRAVEL DIST. (KM)	PER KM RATE \$ 0.50	MEALS Breakfast Lunch or Supper	B-10.00 L-15.00 S-25.00	MISC EXPENSES DESCRIPTION	AMOUNT	EXPENSE TOTAL
Regional Division Travel										
Dec 17	Barrhead	Edmonton	ADLC - Senior Admin meeting	242	\$ 121.00		\$ -		\$ -	\$ 121.00
Dec 18	Barrhead	Fort Assiniboine	Christmas luncheon	80	\$ 40.00		\$ -		\$ -	\$ 40.00
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
	place	place		-	\$ -		\$ -		\$ -	\$ -
Additional Mileage										
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
							\$ -		\$ -	\$ -
				322.00	\$ 161.00		\$ -		\$ -	\$ 161.00
DEDUCTIONS: (Please specify)									Amount	
									\$ -	
									\$ -	
									\$ -	
TOTAL DEDUCTIONS:									\$ -	
TOTAL EXPENSE CLAIM:										\$ 161.00




Staff Expense Claim

F3-08-A
Revised January 19, 2015

NAME: Tracy Meunier

LOCATION: Regional Office

DATE DD-MON- YR	PLACE OF ORIGIN	PLACE OF VISIT	FUNCTION	AUTH INITIALS	TRAVEL		MEALS SELECT		MEALS		MISC EXPENSES	AMOUNT	EXPENSE TOTAL
					DISTANCE (KM)	PER KM RATE \$ 0.50	Breakfast Lunch or Supper	B-10.00 L-15.00 S-25.00	DESCRIPTION (Accommodation, Taxi, Parking, etc.)				
Travel													
13-Jan-15	Barrhead	Edmonton	ADLC mtg with Randy Labonte/VV		242	\$ 121.00			\$ -			\$ -	\$ 121.00
21-Jan-15	Barrhead	Edmonton	ADLC Senior Admin		242	\$ 121.00			\$ -			\$ -	\$ 121.00
23-Jan-15	Barrhead	Westlock	Mtg with PNCS (Darcie & Jason) - allocation formula		86	\$ 43.00			\$ -			\$ -	\$ 43.00
28-Jan-15	Barrhead	Westlock	Board mtg - WES		86	\$ 43.00			\$ -			\$ -	\$ 43.00
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
	place	place			-	\$ -			\$ -			\$ -	\$ -
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													
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
					-	\$ -			\$ -			\$ -	\$ -
Total						656	\$ 328.00		\$ -			\$ -	\$ 328.00

Budget Code:

DEDUCTIONS: (Please specify)	Amount
	\$ -
	\$ -
	\$ -
Total for ACCT Pay	\$ 328.00
TOTAL DEDUCTIONS:	\$ -
TOTAL EXPENSE CLAIM:	\$ 328.00

Employee Signature: 

Supervisor Signature: 