



Employee Expense Claim Form

Meal Allowances:
Breakfast \$15.00, Lunch \$20.00., Dinner \$35.00

Revised October 2, 2015

Attach Original detailed Receipts for all purchases

Mileage rates .54 km @ January 1, 2013
over 5000 kms mileage rate @ .47 km

Date	Meeting/Event	Kms.	Mileage Amount	Meals	Hotel	Other	Gst	Total incl. Gst	Explanation if needed
3-Oct-18	Vegreville Town Council meeting at Library (to and from)	180.0	\$ 97.20						
17-Oct-18	October Board Meeting at St.Mary's	180.0	\$ 97.20						
10/26/2018	Travel to Village at Pigeon Lake Board Retreat	125.0	\$ 67.50						
27-Oct-18	Travle home from Village	125.0	\$ 67.50						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
			\$ -						
Totals		610.0	329.40	-	-	-	-	\$0.00	

JUSTINE WRIGHT
Employee Name and Location
(Please Print)

[Signature]
Employee Signature

Nov 1 2018
Date

[Signature]
Supervisor's Approval

\$329.40

Nov 9 2018
Date