Windsor-Essex Catholic District School Board

"Learning together in faith and service"

Print Form

Mileage Form

STATEMENT OF TRAVELLING EXPENSES WITHIN THE BOARD'S AREA OF JURISDICTION ONLY

Name | Employee ID | Position

Location | Month/Notes

Date	From	To	Reason/Location Details	KM
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0
	---	---		0

Claimant Signature

Principal / Supervisor

Superintendent

Total Mileage 0

Total Cost @ .54/km $0.00

Claimant to forward to their Principal / Supervisor for approval at the end of the month.
Principal / Supervisor to forward to appropriate Superintendent for approval.
Superintendent to forward to Payroll Department.
*Travel outside the Board's area of jurisdiction must be pre-approved by the applicable Superintendent and expenses claimed on an Expense Report.