

Form/Formulaire No. A-13
(Revised Nov 2011 / Révisé Nov 2011)

INTRANET

REPORT OF EXPENSES NOTE DE FRAIS

Log #34074

Incurred in the performance of my administrative duties for the period:
Encourus dans l'exercice de mes fonctions pour la période:

From/Du: 2018/10/30 To/Au: 2019/01/31

Mileage / Kilométrage (See Next Page / Voir Page Suivante):	\$312.24
Parking / Stationnement:	\$0.00
Other Transportation / Autre Mode de Transport (Plane, Train, Etc. / Avion, Train, Etc.):	\$0.00
Lodging / Hébergement (Detailed Statement Attached / Détail ci-inclus):	\$0.00
Meals, Gratuities / Repas, Pourboires Etc. (Specify nb of persons on each bill & reason / Spécifier le nb de personne(s) sur chaque facture ainsi que le motif):	\$0.00
Books & Other Purchases / Livres & Autres Achats:	\$0.00
Sundries / Divers:	\$0.00
Principals - McGill Leadership courses (50%):	\$0.00
Conference Registration Fees/Conférence:	\$0.00
Total Amount of Expenses / Montant Total des Dépenses	312.24

All attachments (i.e. supporting receipts) must state purpose and name(s) of guest(s) if applicable.
Tous les documents joints (ex: reçus) doivent spécifier le but et le nom de chaque invité, le cas échéant.
TO BE VERIFIED/COMPLETED BY PROCESSING ADMINISTRATIVE UNIT
À VÉRIFIER/REPLIR PAR L'UNITÉ ADMINISTRATIVE

Expenses/Frais	Account Code/Compte à débiter	Amount/Montant
Mileage / Kilométrage		\$312.24

Reimbursement DUE TO the undersigned:
Remboursement DÛ AU soussigné:

\$312.24

Name/Nom:

Ai Kailun

Signature:

Employee Code: 790-358-776

Code d'employé(e):

Designated workplace: School Organization

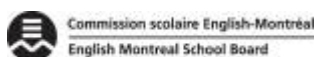
Lieu de travail:

Approved by:

Approuvé par:

Date: _____

For Accounting use only / À l'usage du service de la Comptabilité seulement

GST Amount/Montant TPS \$ QST Amount/Montant TVQ \$ 

Log #34074

Work Location: School Organization

Activity: -- N/A --

Mileage / Kilométrage					
Date	From-To / De-À Description	Nb.of Passengers Nb. de Passagers	Passenger(s) Name(s) Nom(s) du/des passager(s)	Nb. Km.	Code
Oct 30, 2018	HOME --> Royal Vale <i>Meet the international students</i>	---		0	+
Oct 30, 2018	Royal Vale --> Lester B. Pearson <i>Meet the international students</i>	---		21.1	
Oct 30, 2018	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Oct 31, 2018	HOME --> Rosemount High <i>Meet the international students</i>	---		6	+
Oct 31, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Nov 1, 2018	HOME --> James Lyng <i>Meet the international students</i>	---		0	+
Nov 1, 2018	James Lyng --> F.A.C.E. <i>Meet the international students</i>	---		0.1	+
Nov 1, 2018	F.A.C.E. --> HOME <i>Go back home</i>	---		0	+
Nov 6, 2018	HOME --> Royal Vale <i>Meet international students</i>	---		0	+
Nov 6, 2018	Royal Vale --> Lester B. Pearson <i>Meet international students</i>	---		21.1	
Nov 6, 2018	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Nov 7, 2018	HOME --> Rosemount High <i>Meet international students</i>	---		6	+
Nov 7, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Nov 13, 2018	HOME --> F.A.C.E. <i>Meet international students</i>	---		0	+
Nov 13, 2018	F.A.C.E. --> Lester B. Pearson <i>Meet international students</i>	---		14.3	+
Nov 13, 2018	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Nov 14, 2018	HOME --> EMSB - Head Office <i>Attend meeting</i>	---		0	+
Nov 14, 2018	EMSB - Head Office --> Rosemount High <i>Meet international students</i>	---		11.3	+
Nov 14, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Nov 15, 2018	HOME --> Royal Vale <i>Meet international students</i>	---		0	+
Nov 15, 2018	Royal Vale --> F.A.C.E. <i>Meet international students</i>	---		4.2	+
Nov 15, 2018	F.A.C.E. --> HOME <i>Go back home</i>	---		0	+
Nov 21, 2018	HOME --> Rosemount High <i>Meet international students</i>	---		6	+
Nov 21, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Nov 22, 2018	HOME --> EMSB - Head Office <i>Meet my boss and colleagues</i>	---		0	+
Nov 22, 2018	EMSB - Head Office --> Royal Vale <i>Meet international students</i>	---		0	+
Nov 22, 2018	Royal Vale --> Lester B. Pearson <i>Meet international students</i>	---		20.9	+
Nov 22, 2018	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Nov 28, 2018	HOME --> Rosemount High	---		6	+

	Meet international students				
Nov 28, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Nov 29, 2018	HOME --> Royal Vale <i>Meet international students</i>	---		0	+
Nov 29, 2018	Royal Vale --> Lester B. Pearson <i>Meet international students</i>	---		21.1	
Nov 29, 2018	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Dec 5, 2018	HOME --> Rosemount High <i>Meet international students</i>	---		6	+
Dec 5, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Dec 6, 2018	HOME --> James Lyng <i>Meet international students</i>	---		0	+
Dec 6, 2018	James Lyng --> Royal Vale <i>Meet international students</i>	---		0.7	+
Dec 6, 2018	Royal Vale --> Lester B. Pearson <i>Meet international students</i>	---		21.1	
Dec 6, 2018	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Dec 12, 2018	HOME --> Rosemount High <i>Meet international students</i>	---		6	+
Dec 12, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Dec 13, 2018	HOME --> Royal Vale <i>Meet international students</i>	---		0	+
Dec 13, 2018	Royal Vale --> EMSB - Head Office <i>Attend the job interview</i>	---		0	+
Dec 13, 2018	EMSB - Head Office --> HOME <i>Go back home</i>	---		0	+
Dec 19, 2018	HOME --> Rosemount High <i>Meet international students</i>	---		6	+
Dec 19, 2018	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Dec 20, 2018	HOME --> Royal Vale <i>Meet international students</i>	---		0	+
Dec 20, 2018	Royal Vale --> Westmount High <i>Attend the Guard.me (KeepMe.Safe) intro meeting</i>	---		4.4	
Dec 20, 2018	Westmount High --> Lester B. Pearson <i>Meet international students</i>	---		20.6	
Dec 20, 2018	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Jan 9, 2019	HOME --> Rosemount High <i>Go to work at the school</i>	---		6	+
Jan 9, 2019	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Jan 10, 2019	HOME --> Royal Vale <i>Go to work at the school</i>	---		0	+
Jan 10, 2019	Royal Vale --> Lester B. Pearson <i>Go to work at the school</i>	---		20.3	+
Jan 10, 2019	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Jan 16, 2019	HOME --> Rosemount High <i>Go to work at the school</i>	---		6	+
Jan 16, 2019	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Jan 17, 2019	HOME --> Royal Vale <i>Go to work at the school</i>	---		0	+
Jan 17, 2019	Royal Vale --> Lester B. Pearson <i>Go to work at the school</i>	---		20.3	+
Jan 17, 2019	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Jan 23, 2019	HOME --> Rosemount High <i>Go to work at the school</i>	---		6	+

Jan 23, 2019	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Jan 24, 2019	HOME --> Royal Vale <i>Go to work at the school</i>	---		0	+
Jan 24, 2019	Royal Vale --> Lester B. Pearson <i>Go to work at the school</i>	---		20.3	+
Jan 24, 2019	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Jan 30, 2019	HOME --> Rosemount High <i>Go to work at the school</i>	---		6	+
Jan 30, 2019	Rosemount High --> HOME <i>Go back home</i>	---		6	+
Jan 31, 2019	HOME --> EMSB - Head Office <i>Attend meeting with colleagues</i>	---		0	+
Jan 31, 2019	EMSB - Head Office --> Royal Vale <i>Go to work at the school</i>	---		0	+
Jan 31, 2019	Royal Vale --> Lester B. Pearson <i>Go to work at the school</i>	---		20.9	+
Jan 31, 2019	Lester B. Pearson --> HOME <i>Go back home</i>	---		17	+
Code: + Distance between home and work loc. (8.0 km) has been deducted / La distance entre la résidence et le lieu de travail (8.0 km) a été déduite					
Total Nb. Km. Reimbursed / Nombre Total de Km Remboursés: 567.7					
567.7 Km. @ \$0.55/km *				\$312.24	
* rate effective 2018/08/20 / taux en vigueur au 2018/08/20			Total Mileage Reimbursement Total du remboursement de kilométrage		\$312.24

ras/ras

(Revised Nov 2011 / Révisé Nov 2011)