





## TRAVEL EXPENSE FORM - PAGE 2

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*(revised January 2023)*

<b>Name:</b>	<b>Employee #</b>	<b>School/Office Location:</b>	<b>Date:</b>
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[illegible]

**INFORMATION COLLECTION AUTHORIZATION:** This information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act 1989, and will be used for reimbursement of travel expenses for employees/trustees. This information will be stored in the Accounting Department. Any questions with respect to this information should be directed to the Accounting Supervisor.

**Users:** Supervisors, Accounting staff      **Copies to:** Employees, upon request

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