

NORTHWEST SCHOOL DIVISION #203
Expense Voucher – Elders Program



Date(s): _____ School: _____

Elder’s Name: _____

Mailing Address: _____

Event Description:		
Travel @	\$0.5703 x _____ km	\$
Meals - Per Diem		
	Breakfast (B) = \$15.00 x _____	\$
	Supper (S) = \$30.00 x _____	\$
*Lunch to be provided by the school		
Honorarium (H) = \$200.00/full day or \$100.00/half day		\$
Supplies for use with student projects - receipt(s) required		\$
	TOTAL	\$

Elder’s Signature: _____

Principal’s Signature: _____

Superintendent’s Signature: _____

School Use:
Schoolcash:
Category - Reimbursement from Decentralized Decentralized Account – CS spec prog ELDERS
G/L Code – E-Reimbursements
(Note: Use this expense form as back up for your Reimbursement Requisition Form)
Office use only:
1-2-21-170-362-203-170-P012