

Battle River School Division  
EXPENSE CLAIM

Name: Brett Huculak Mailing Address: \_\_\_\_\_  
 Month/Year: February 2018 n/a if direct deposit established; attach bank info to set-up  
 School/Location: Division Office PUF Student Name: \_\_\_\_\_  
 required for PUF Transportation claims

**IMPORTANT:**

Expense Claim must be submitted to Division Office **WITHIN TWO MONTHS** from the end of the month the claim is for. Expenses submitted after this date will **NOT** be reimbursed.

**ORIGINAL EXPENSE CLAIMS** are required for payment. Copies, including forms sent via fax/email, will not be processed.

**BUS DRIVERS** -- Do **NOT** claim field trip expenses (claim on the applicable "Trip Report" form).

Date (YYYY Month DD)	Description	Kms	.54 x Kms	Meals	Other medical renewal, PUF set rate, etc	Total	Account Code
2018/02/01	Concordia Career Fair Edmonton	140	75.60			75.60	1.404 400-00-000 )
2018/02/05	Killam Interviews	146	78.84			78.84	
2018/02/06	Red Deer Career Fair	294	158.76			158.76	
2018/02/07	ATA Liason Meeting Daysland	84	45.36			45.36	
2018/02/12-13	Aspiring Leaders TGSE workshop Red Deer	294	158.76			158.76	
2018/02/26	Principal Evaluation Killam	146	78.84			78.84	
		1104					

Attach original receipts for expenses claimed

TOTAL 596.16

OFFICE USE ONLY
Total GST:
MEAL ALLOWANCE
Breakfast: \$9.00
Lunch: \$11.50
Dinner: \$18.00

PAID  
AR 12 2018