

Battle River School Division  
EXPENSE CLAIM

Name: Brett Huculak Mailing Address: \_\_\_\_\_  
Month/Year: August 2018 n/a if direct deposit established; attach bank info to set-up  
School/Location: Div 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	.48 x Kms	Meals	Other medical renewal, PUF set rate, etc	Total	Account Code
2018/08/02	Meeting with Employee Forestry	180	86.40			86.40	1.404.400.000.01 ↓
2018/08/14	CAS Conference Kananaskis	750	360.00			360.00	
2018/08/31	Interview <del>with</del> Bawlf	58	27.84			27.84	
		<b>988</b>					

TOTAL 474.24

OFFICE USE ONLY  
Total GST:

MEAL ALLOWANCE  
Breakfast: \$9.00  
Lunch: \$11.50  
Dinner: \$18.00

PAID  
SEP 17 2018