

181101

Battle River School Division
EXPENSE CLAIM

Name: Rita Marler Mailing Address:
Month/Year: October 2018
School/Location: Division Office Student Name:

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).

INTERNATIONAL STUDENT PROGRAM -- claim mileage/parking only; reimbursement requires original parkade receipt.

Table with 8 columns: Date (YYYY Month DD), Description, Kms, .54 x Kms, Meals, Other (medical renewal, PUF set rate, parking, etc), Total, Account Code. Rows include dates from 2018/10/4 to 2018/10/31 with descriptions like Tofield School, Red Deer, Sedgewick, School visits, and Edmonton.

946 Km

PAID NOV 26 2018

TOTAL 510.84

Attach original receipts for expenses claimed

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