

Battle River School Division  
EXPENSE CLAIM

Name: Shan Jorgenson - Adam Mailing Address: \_\_\_\_\_  
n/a if direct deposit established; attach bank info to set

Month/Year: May

School/Location: Division office Student Name: \_\_\_\_\_  
for Transportation claims (PUF / International

**IMPORTANT:**  
 Expense Claim must be submitted to Division Office **WITHIN TWO MONTHS** from the end of the month the claim is submitted. 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 receipts

Date (YYYY Month DD)	Description	Kms	.54 x Kms	Meals	Other medical renewal, PUF set rate, park	Total	Account Code
	CASS Curric Update Edmonton	200	\$108	\$11.50		\$119.50	1.310.300-00-07-50 152.80
	FNMI Culture Camp. Ponoka	156	\$84.24			84.24	1.404.400-00-00-00 50.94

POSTED  
MAY 16 2018

PAID  
MAY 28 2018

Attach original receipts for expenses claimed

TOTAL \$ 203.74

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