Form 115-1

19.0201

Battle River School Division

EXPENSE CLAIM

Name: Karen Belich **Mailing Address:** _____
n/a if direct deposit established; attach bank info to set-up

Month/Year: January 2019

School/Location: _____ **Student Name:** _____
for Transportation claims (PUF / International Students)

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.

Date (YYYY Month DD)	Description	Kms	.54 x Kms	Meals	Other medical renewal, PUF set rate, parking, etc	**Total**	Account Code
2019/1/15	meeting	58	31.32			31.32	1.404.400.09.27.01
2019/1/22	meeting	48	25.92			25.92	

Attach original receipts for expenses claimed

TOTAL **57.24**

OFFICE USE ONLY
Total GST:

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