

Battle River School Division

EXPENSE CLAIM

Name:

Lyk Albrecht

Mailing Address:

n/a if direct deposit established; attach bank info to set-up

Month/Year:

Nov / 17

School/Location:

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 <small>medical renewal, PUF set rate, etc</small>	Total	Account Code
2017/11/19	Westin Hotel Alberta School Board Fall Meeting					676.53	1.404.400.09.24.0 L

POSTED
DEC 20 2017

PAID
DEC 27 2017

Attach original receipts for expenses claimed

TOTAL 676.53

OFFICE USE ONLY
Total GST: 29.58

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